

1992

## Scholarship Committee 1984-1992

Bowling Green State University. Administrative Staff Council

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## Pre-Microfilm Inventory

**Collection:** Bowling Green State University  
Administrative Staff Council, UA-022

**Location:** Bowling Green, Ohio

**Title of Series:** Scholarship Committee

**Inclusive Dates:** 1984-1987

**Format:** ☐ Bound ☒ Loose

**Order:** ☐ Alpha ☒ Chronological ☐ Numerical

**Index:** ☐ Included ☐ Separate ☒ None

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### *Notes*

1. Colored Paper
2. Colored Ink
3. Photocopies
4. Damaged Paper
5. Post-It Notes

# Administrative Staff Scholarship Program

## Timetable

Discussion of scholarship proposal with Alumni and Development Office; Sub-Committee on Scholarship program meets with James Hodge and Larry Weiss to discuss the concept in general terms.

September 21, 1984

First consideration of the proposal by the ASC Scholarship Sub-Committee. Discussion of the sub-committee included identification of the major steps of a scholarship drive, development of a timetable for implementing the program, and identification of possible criteria for the scholarship

September 27, 1984

Preliminary discussion of proposal and criteria with ASC.

October 4, 1984

*Proposal discussed with administrative staff*

Proposal finalized by sub-committee with report to ASC.

November, , 1984

~~Proposal~~ Approved by ASC.

December, , 1984

Pre-pledge, sign-up drive among members of ASC.

January and  
February, 1985

Kick-off of solicitation drive for the administrative staff in conjunction with the University's 75th Anniversary.

March 1985

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## Administrative Staff Scholarship Program

### Contributions Solicitation Network Identification of Scholarship Candidates Awarding Scholarship

#### A. Contributions

1. The solicitation campaign will be conducted annually. The options for contributions are as follows:
  - a. one-time gift
  - b. pledge per month contribution with no termination date
  - c. pledge per month with termination date
2. The suggested minimum contributions are as follows:
  - a. \$ \_\_\_\_\_ one-time gift.
  - b. \$5 per month

#### B. Solicitation Network

The communication network to be established by ASC will serve as the solicitation network. This should mean that each ASC member will contact about ten administrative staff members.

#### C. Identification of Scholarship Candidates

1. Self nominated.
2. Nominated by administrative staff employee.
3. Open nomination. *Application*

#### D. Determination of Scholarship

An ASC Scholarship Committee will determine the recipient of the award.

Administrative Staff Scholarship Program  
Goal and Objectives

Goal and Objective:

.GOAL

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student of Bowling Green State University who has demonstrated (criteria).

.OBJECTIVES

1. To establish an Administrative Staff Scholarship Program by December, 1984.
2. To conduct an annual giving program, commencing in March, 198<sup>5</sup>, whereby Administrative Staff can contribute to an Administrative Staff Scholarship.
3. To attain a minimum corpus of \$5,000 for the Administrative Staff Scholarship by March, 1986.
4. To award the Administrative Staff Scholarship according to the established methods and criteria by May, 1986.

Administrative Staff  
Scholarship Program

Schedule

November 1, 1984	Preliminary report of survey results.
December 6, 1984	Final report of survey results. Discussion of proposal for scholarship.
January 10, 1985	Proposal finalized with report to ASC.
February 7, 1985	Pre-pledge, sign-up among members of ASC.
March, 1985	Kick-off of solicitation drive for the administrative staff.

Revised 10/29/84

## Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?

35 YES

23 NO

b. Should the recipient demonstrate academic excellence?

54 YES

3 NO

If yes, should academic excellence be demonstrated by:

30 Grade Point Average

24 Academic Standing in Class  
(e.g., upper 20%)

c. Should the recipient demonstrate service to the University?

33 YES

23 NO

If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:

a. Residents of Ohio?

19 YES

38 NO

b. Upperclass students (e.g., sophomores, juniors, seniors)?

36 YES

23 NO

c. Student employees?

14 YES

43 NO

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?

52 YES

5 NO

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.

Total Surveys Returned 59

6

What kinds of service should be demonstrated?

Service in BG community	Involvement in campus programs
Service in non-academic organizations	Involvement in professional programs
Service that has an impact on others	Leadership
Student government	
Committees	
Extra-curricular activities	
Leadership in residence halls	
Student guide	
Student type activities	
Volunteer work	

Why service should not be considered.

Could be incoming freshman with no record of service at University  
May be academically oriented with little time for service

Other criteria.

Child of administrative staff	Outstanding citizen
Demonstrate effective utilization of time	Must have completed one full term
Knowledge of educational values	Not a dependent of fee waiver
Liberal arts student	Not related to BGSU employee
No disciplinary record	Consider work experience

Comments.

Consider non-traditional students	Should be a grant for service rendered
Personal interview with finalists	Should also be for incoming students
Need and academic excellence should be the primary criteria	Concentrate on well-rounded activities and academic excellence
No minimum pledge	Limit to those who must work
Very stringent criteria needed given the size of the pool	Academic promise not academic excellence
Candidates should submit an essay	Students should apply not be nominated
Any kind of employment should be considered	





Bowling Green State University

Vice President for Student Affairs  
Bowling Green, Ohio 43403  
Cable: BGSUOH

October 16, 1984

MEMORANDUM

TO: Administrative Staff Council Members

FROM: <sup>BA</sup> Bob Arrowsmith, Assistant Vice President for Student Affairs;  
Student Services and Financial Affairs

RE: Scholarship Program

Those members of the Administrative Staff Council who attended the ASC meeting on October 4 received printed information and heard details about the proposed Administrative Staff Scholarship Program. The discussion identified a need to contact administrative staff members about the program to solicit their views. The method agreed upon to contact the administrative staff members was the communication network recently established by ASC.

The primary concern was with the criteria to be used in selecting recipients of the proposed scholarship. It was felt that all administrative staff members should have the opportunity to make their views known with respect to the criteria. Additionally, there was some sentiment for identifying the measure of support for the program.

The attached survey has been developed to assist members of the ASC in soliciting the views of those administrative staff members assigned to them by the ASC communication network. You are being asked to make the contact by distributing the survey and by providing additional information about the proposed scholarship program when requested. As noted, completed survey forms are to be returned to Bob Arrowsmith, by Monday, October 29.

rb

Attachment

# Administrative Staff Scholarship Fund

- Goal: Establish a scholarship endowment fund through the Bowling Green State University Foundation with the intent of using the interest for scholarships.
- Funding: Yearly fund drive to ask each of the 300 members of the Administrative Staff to contribute at least \$12 a year equivalent to a contribution of \$1 a month via both personal contribution or payroll deduction.
- How: Each year, a committee be established to do two things:
- 1) handle the fund drive
  - 2) distribute scholarship

## Reasons for Such a Project:

Provide much needed scholarships to Bowling Green State University students.

Provide a visibility for Administrative Staff.

Increase amount of interest available for disbursement.

Will not interfere with current University fund drives.

## If approved today for further review:

- 1) Need a committee of 3 or 4 volunteers to coordinate this project.
- 2) Meeting with Larry Weiss and Jim Hodges.
- 3) Prepare formal proposal to be presented next ASC meeting (October 4) followed shortly thereafter by the actual fund drive.
- 4) Develop for approval a formal agreement with the Foundation.

### Administrative Staff Scholarship Program

The Administrative Staff Council is currently considering a proposal that would establish an endowed scholarship to be given to a student at Bowling Green State University. The principle of the scholarship would be \$5,000 with interest being disbursed in the form of the actual scholarship. The \$5,000 would be solicited from among members of the administrative staff with the total amount raised by 1986.

You have been given this form by your representative to the Administrative Staff Council as a way of soliciting your views on support for the scholarship and the possible criteria to be used in awarding the scholarship. Please take a few minutes to respond to the survey and return it as indicated.

## Administrative Staff Scholarship

## A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?

35 YES23 NO

b. Should the recipient demonstrate academic excellence?

54 YES3 NO

If yes, should academic excellence be demonstrated by:

30 Grade Point Average24 Academic Standing in Class  
(e.g., upper 20%)

c. Should the recipient demonstrate service to the University?

33 YES23 NO

If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:

a. Residents of Ohio?

19 YES38 NO

b. Upperclass students (e.g., sophomores, juniors, seniors)?

36 YES23 NO

c. Student employees?

14 YES43 NO

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?

52 YES5 NO

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.

Total Surveys Returned 59

# Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?

65 YES 40 NO

b. Should the recipient demonstrate academic excellence?

93 YES 8 NO

If yes, should academic excellence be demonstrated by:

54 Grade Point Average 45 Academic Standing in Class  
(e.g., upper 20%)

c. Should the recipient demonstrate service to the University?

45 YES 55 NO

If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:

a. Residents of Ohio?

41 YES 62 NO

b. Upperclass students (e.g., sophomores, juniors, seniors)?

63 YES 40 NO

c. Student employees?

25 YES 73 NO

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?

90 YES 12 NO

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.

ADMINISTRATIVE STAFF SCHOLARSHIP PROGRAM  
BOWLING GREEN STATE UNIVERSITY

TOTAL GIFT	PAID NOW	BALANCE DUE
METHOD OF PAYMENT		
PAYROLL DEDUCTION		DIRECT
MONTHLY \$ _____		CHECK \$ _____
ONE-TIME \$ _____	ON _____	CASH \$ _____
	Date	

NAME		ADDRESS	
CITY	STATE	ZIP	
SIGNATURE		SOLICITOR	

ADMINISTRATIVE STAFF  
SCHOLARSHIP PROGRAM



CHARTER MEMBER

Thank you for your contribution to the scholarship program sponsored by the administrative staff of Bowling Green State University.

Name		
Department	Date	
TOTAL GIFT	PAID NOW	BALANCE DUE



Bowling Green State University

DEC 19 1984

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Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

TO: Carl Peschel  
Foundation Office

FROM: Joe Martini  
Administrative Staff Council

RE: Administrative Staff Scholarship

DATE: December 6, 1984

The Administrative Staff Council has expressed its intent to establish a scholarship program. The request to establish an escrow account was sent to you on November 19, 1984.

The criteria for the scholarship are as follows:

1. Academic excellence as indicated by top 10% of each undergraduate college.
2. Financial need as indicated by income, number in family and number in college (to be determined by the Office of Financial Aid and Student Employment).
3. Upperclass students (rising sophomores, juniors and seniors).
4. Full-time or part-time student status.

Candidates will be required to complete an application available in the Office of Financial Aid and Student Employment.

The Administrative Staff Council Scholarship Committee will be responsible for determining the number of scholarships to be awarded and for selecting the recipient(s) of the scholarship.

JM:DH:1e

cc: James Hodge  
Larry Weiss  
Bob Arrowsmith  
Deb Heineman  
ASC Executive Committee



Bowling Green State University

February 11, 1985

Administrative Staff Council  
Bowling Green, Ohio 43403

MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

The Administrative Staff Council is pleased to announce that plans for the Administrative Staff Scholarship Program have been completed. The response by the administrative staff indicates positive support for the scholarship program.

The scholarship program is intended to provide an opportunity for members of the administrative staff to demonstrate their support of the mission of the University through their contributions to the Administrative Staff Scholarship Program. The immediate goal for the program is to establish a scholarship fund with a corpus of \$5,000, the interest on which will be distributed as a scholarship. The long-range goal is, through annual campaigns, to increase the corpus so that additional scholarships can be made available.

The views of the administrative staff, as indicated in the scholarship program survey guided the development of the scholarship criteria. These criteria are: 1) financial need as determined by the Financial Aid and Student Employment Office; 2) academic excellence as determined by an academic ranking in the top ten (10) percent of the college in which the student is enrolled; 3) class standing defined as a rising sophomore, junior or senior; and 4) enrollment status of part-time or full time.

The campaign for contributions to the scholarship program will be low-keyed. When you receive the pledge card, please keep in mind that the success of the campaign is dependent upon your voluntary contribution to the scholarship fund.

jm



## Administrative Staff Scholarship Program

### Contributions Solicitation Network Identification of Scholarship Candidates Awarding Scholarship

#### A. Contributions

1. The solicitation campaign will be conducted annually. The options for contributions are as follows:
  - a. one-time gift
  - b. pledge per month contribution with no termination date
  - c. pledge per month with termination date
2. The suggested minimum contributions are as follows:
  - a. \$ \_\_\_\_\_ one-time gift.
  - b. \$5 per month

#### B. Solicitation Network

The communication network to be established by ASC will serve as the solicitation network. This should mean that each ASC member will contact about ten administrative staff members.

#### C. Identification of Scholarship Candidates

1. Self nominated.
2. Nominated by administrative staff employee.
3. Open nomination.

#### D. Determination of Scholarship

An ASC Scholarship Committee will determine the recipient of the award.

## Administrative Staff Scholarship Program

### Criteria

The sub-committee considered a number of criteria for the scholarship. We seek your consideration of these criteria, suggestions for additional criteria and your consensus on the final criteria.

1. Need. What level of need?
2. Academic. What GPA?
3. Service. What types of service?
4. Residency. Limited to residents of Ohio?
5. Dependent of employee. Limited to dependent children of administrative staff employees?
6. Class standing. Limited to dependents with current University student status?
7. Student employee. Limited to students employed by the University?
8. Maximum award. What dollar amount?
9. Use of scholarship. Use limited to educational expenses?
10. Continuing scholarship. Continue to receive award as long as recipient meets criteria?



ADMINISTRATIVE STAFF SCHOLARSHIP  
FACT SHEET

CRITERIA

- Rank in the top 10% of the student's college
- Financial need
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

RECIPIENTS

- 1986-87 recipient was Donna Capelle, a History major with a minor in Library and Educational Media in the College of Arts and Sciences.
- 1987-88 recipients are Cheri Copeland, an Elementary Education (LBD/EMR) major in the College of Education and Jon Guynn who majors in Interpersonal Communications with a Marketing support field in the College of Arts and Sciences.

1986-87 PLEDGE DRIVE GOAL AND CALENDAR

- The goal for the current pledge drive is to collect an additional \$4000 that will put the total corpus of the Scholarship in excess of \$13,000. This will mean that the corpus of the Scholarship will more than double within a two-year period.
- The deadline for collection of the pledge cards is May 21. Completed pledge cards will be collected by the respective ASC representative and forwarded to the Executive Committee representative for each Vice-Presidential/Presidential area.
- All pledge cards will be forwarded to the Foundations Office by May 30, 1987.
- If each administrative staff member contributes a total of \$12, we will easily attain our goal of \$4000.
- Contributions may be made in the form of a payroll deduction which can be indicated on the pledge card. The payroll deduction may be a one-time deduction, spaced across several months or an ongoing deduction.

FINANCIAL AID AND STUDENT EMPLOYMENT

17

Bowling Green State University  
(419) 372-2651

MEMORANDUM

Date March 8, 1985

TO:

FROM: Deb Heineman *SHA*

SUBJECT: Administrative Staff Scholarship

Please distribute the enclosed pledge cards and information sheets to your constituents in the Communication Network. The cards should be returned to you by March 27 and you should forward them to your area representative on the ASC or to me.

Call me if you have any questions.



**Bowling Green State University**

18  
**MAR 4 1985**

Alumni and Development  
Mileti Alumni Center  
Bowling Green, Ohio 43403-0054  
(419) 372-2701  
Cable: BGSUOH

February 28, 1985

MEMORANDUM

TO: Deb Heineman  
Financial Aid and Student Employment

FROM: James M. Hodge *JMH*  
Director of Development and  
Assistant Vice President

RE: Administrative Staff Scholarship

Thanks for your note and the pledge cards for the Administrative Staff Scholarship Fund. What encouraging news. You are almost halfway to the goal in a matter of weeks. That is quite exceptional!

/df

cc: Joe Martini



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

March 1, 1985

MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

You recently received information about the Administrative Staff Scholarship Program, including information that the pledge campaign would soon begin. This is to announce that the campaign is now underway.

You will find enclosed a pledge card on which you can indicate your contribution to the scholarship program. Direct contributions are accepted as are contributions by payroll deduction. The representative of the Administrative Staff Council who is responsible for contacting you will collect pledge cards by March 27.

A pledge campaign has already been conducted among the members of the Administrative Staff Council and the Administrative Staff Council Executive Committee. We are pleased to announce that \$2400 has been collected and/or pledged for the scholarship fund. We hope that the remainder of the campaign will be equally successful.

1r

Enclosure



Bowling Green State University

Vice President for Student Affairs  
Bowling Green, Ohio 43403  
Cable: BGSUOH

March 7, 1985

MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

You recently received information about the Administrative Staff Scholarship Program, including information that the pledge campaign would soon begin. This is to announce that the campaign is now underway.

You will find attached a pledge card on which you can indicate your contribution to the scholarship program. Direct contributions by check are accepted as are contributions by payroll deduction. The representative of the Administrative Staff Council who is responsible for contacting you will collect pledge cards by March 27.

A pledge campaign has already been conducted among the members of the Administrative Staff Council and the Administrative Staff Council Executive Committee. We are pleased to announce \_\_\_ percent participation by these members of the administrative staff with \$\_\_\_\_\_ collected and/or pledged for the scholarship fund. We hope that the remainder of the campaign will be equally successful.

rb

Enclosure

March 21, 1985

MEMORANDUM

TO: Susan Caldwell  
FROM: Joe Martini  
RE: Administrative Staff Scholarship

Via this memo, the Administrative Staff Council wishes to thank you for helping to alert the new Administrative Staff persons about the Administrative Staff Council, and, in particular, the Administrative Staff Scholarship Fund. Your conversation about this item will help avoid a surprise when the new person is later approached by his/her Administrative Staff Council representative.

In case someone should wish a card, I am enclosing a number for you to distribute. If you have any thoughts as time goes by about how this might be better handled, please let me know.

Again, thanks.

sal

xc: Executive Committee Members



To: Dick Lundenman.

MAR 22 1985

1. Affidavit card submitted  
for my badge

2. enclosed is a copy for  
your records

Joe Martinez

MAR 22 1985

# Administrative Staff Scholarship Bowling Green State University

## 1985 Charter Year



Name <i>Kevin McHugh</i>			Address <i>454 S. Church St</i>	
City <i>BG</i>	State <i>OH</i>	Zip <i>43402</i>	Social Security No. <i>139-48-3755</i>	<i>FAC 100 228</i>
Payroll Deduction <input type="checkbox"/> Monthly \$ _____ beginning _____ ending _____ <input type="checkbox"/> One Time \$ _____ on _____				Total Gift  \$ <u><i>10.00</i></u>
Direct <input type="checkbox"/> Cash \$ _____ <input checked="" type="checkbox"/> Check \$ <u><i>10.00</i></u>				
Signature <i>Kevin McHugh</i>			Solicitor <i>TOE BARNES</i>	

KEVIN McHUGH ELISSA M. McHUGH 454 S CHURCH ST 352-0561 BOWLING GREEN, OH 43402		433
Pay To The Order Of <i>BOWLING GREEN STATE UNIV SCHOOL ADMIN</i>		3/18 1985 56-7021 2412
<i>Ten and 00/100</i>		\$ <u><i>10.00</i></u> Dollars
State Home Savings BOWLING GREEN, OHIO 43402		
For <i>Kevin McHugh</i>		
⑆ 241270217⑆ 016020097113⑆ 0433		

Bowling Green State University  
(419) 372-2651

## MEMORANDUM

Date April 9, 1985

TO: . Doris Barr, Administrative Assistant  
Office of the Bursar  
FROM: Deb Heineman *DA*  
Office of Financial Aid & Student Employment  
SUBJECT: Administrative Staff Scholarship Fund

*I would like to thank you for your contribution to the Administrative Staff Scholarship Fund. Your unsolicited generosity is but one example of your dedication to and support for Bowling Green State University students. It is a real pleasure to work with individuals like you. Thank you again.*

cc: Joe Martini, Bursar



Bowling Green State University

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

April 10, 1985

*Deb Heineman*  
*Could you please*  
*look at this &*  
*make necessary*  
*changes*

MEMORANDUM

TO: *To be sent to address*

FROM: Joe Martini, Chair  
Administrative Staff Council

RE: Administrative Staff Scholarship

The Administrative Staff through the Administrative Staff Council has established an endowed scholarship through the Bowling Green State University Foundation to be funded through an annual fund drive. The specifics are outlined in the enclosed statement of purpose.

Just as important as telling you about this Administrative Staff project, we are asking for your consideration and support. If you do wish to contribute to the Administrative Staff Scholarship, please complete the enclosed scholarship card and forward that, plus your check or payroll deduction to Deb Heineman, Student Financial Aid Office, in the enclosed pre-stamped envelope.

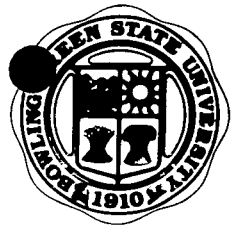
JM/dlb

Enclosure(s)

*(made payable to BGSU Foundation)*

**Administrative Staff Scholarship  
Bowling Green State University**

26  
**1985  
Charter Year**



Name			Address	
City	State	Zip	Social Security No.	
Payroll Deduction			Total Gift	
<input type="checkbox"/> Monthly \$_____ beginning _____ ending _____				
<input type="checkbox"/> One Time \$_____ on _____				
Direct			\$ _____	
<input type="checkbox"/> Cash \$_____				
<input type="checkbox"/> Check \$_____				
Signature			Solicitor	



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

TO: James M. Hodge  
Director of Development and Assistant Vice President

FROM: Deb Heineman, Associate Director *EAH*  
Financial Aid and Student Employment

RE: Administrative Staff Scholarship

DATE: April 23, 1985

I am pleased to announce that, as of April 23, 120 members of Bowling Green State University's administrative staff have pledged a total of \$4851 (unofficial count) toward the establishment of the Administrative Staff Scholarship.

I would also like to request that you seek support from the Alumni Foundation to match the pledges up to \$2000 for the Administrative Staff Scholarship. As you can see, there is support for this scholarship which we hope will grow each year as the program evolves. Additional support from the Alumni Foundation would help to ensure the continued viability and success of the program.

I appreciate your efforts in this endeavor. Thank you.

DH:lr

xc: Joe Martini ✓



Bowling Green State University

June 25, 1985

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

*Greg DeCrane*

MEMORANDUM

TO: Deb Heineman  
FROM: Joe Martini  
RE: ASC Scholarship Activity

Just a review of activity to be completed for the 1985 scholarship drive:

- 1) Special "thanks" to those who have contributed to this fund.
- 2) A memo updating all Administrative Staff with a special reminder to read something like this:

"If by chance you have not contributed and wish to do so, please complete the enclosed scholarship card and return it to me."

With your help and energies, the ASC scholarship program has had an excellent beginning, probably more than any of us expected.

Many, many thanks.

sal

xc: Gregg DeCrane

*P.S. Even though not as rich source of  
much money, strong support and returns  
be included in this communication:  
L. Ludd; John Buford; Harold Smith & Earl  
Kuyper to be added to the list of returns  
now w Deb!*

September 5, 1985

MEMORANDUM

TO: Deb Heineman ✓  
Joe Martini

FROM: Carl E. Peschel *Cep*

RE: Administrative Staff Scholarship

The permanent Endowed Account (PA-24) has been established for the scholarship along with its Income Account (PA-25). Effective the above date account RE-200 will no longer be used for receipting purposes.

The Foundation grant of \$2,500.00 is being transferred, giving the endowment a balance of \$5,691.41 as of August 31, 1985. The first applicable interest distribution will be December 31, 1985.

Should there be any questions, please advise.

cc: Pam Atchison  
Linda Gray  
Gloria Sponsler



## Administrative Staff Scholarship

## TIMELINE

October 24	First Committee Meeting
November 7	Send letter to each College explaining ASC Scholarship and awarding procedure Present application questions and timeline to ASC for comments
December 6	Finalize scholarship application and cover letter
December 9	Send application/letter to typesetting
December 20	Materials sent to Duplicating Send request to Registration for 10% of College listing
January 2	Mail packets of applications to each college for distribution
January 13- February 14	Applications available from Colleges and Office of FASE
February 14	Deadline date for receipt of applications
February 17, 18	Initial screening for requirements (top 10% of College, financial need)
February 19- March 7	Scholarship Committee to review and rank applicants
March 7- March 14	Arrange a Scholarship Committee Meeting to award scholarship
March 14	Award letter mailed to recipient
March 24	Begin campaign to solicit funds for ASC Scholarship
April 25	Conclude fund-raising campaign



Bowling Green State University

November 25, 1985

NOV 26 1985<sup>31</sup>

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

TO: Deb Heineman  
FROM: Joe Martin *[Signature]*  
RE: Upcoming Scholarship Drive

Don't know the specifics of your agenda for the scholarship fund drive. I suggest the following for your consideration:

- 1) Somehow encourage monthly deductions - be it \$1, \$2, \$5, or \$10 a month - it may encourage more to participate and/or repeat.
- 2) Include the retired Administrative Staff among those solicited with a pre-stamped envelope.
- 3) Include the reference that all monies donated will be included as part of the 75th Anniversary three year drive.
- 4) Create a "generic" thank you card that will allow immediate response when a donation card is received.

You may have already included these four items, but I thought I would send them anyway.

Thanks for listening.

sal



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BGSUOH

copy 32

MEMORANDUM

TO: Administrative Staff

FROM: Deb Heineman, Chair-Elect  
Administrative Staff Council

SUBJECT: Administrative Staff Council Scholarship

DATE: February 25, 1986

As you know, the first Administrative Staff Scholarship will be awarded for the 1986-87 year. Over one hundred applications were submitted by students who met the established criteria (top 10% of College and demonstrated financial need) and desired consideration for the scholarship. The Scholarship Committee of the Administrative Staff Council has reviewed the applications and will soon be announcing the first recipient.

Based on the number of qualified applicants, the Administrative Staff members have obviously made a timely decision to create an endowed scholarship based on merit and financial need. In order to increase the amount and/or number of awards, it is necessary to increase the corpus of the scholarship. As you think about your contribution to the 75th Anniversary Campaign, please give strong consideration to designating all or a portion of your gift for the Administrative Staff Scholarship Fund. Your support for this scholarship will be sincerely appreciated by the students at BGSU.

Please contact me if you have any questions about the Administrative Staff Scholarship. Thank you.

DH:lle



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BGSUOH

TO: Ann Bowers, Center for Archival Collections ✓  
Kathryn Thiede, Library  
Ron Zwierlein, Student Recreation Center

FROM: Deb Heineman, Associate Director *DH*

RE: ASC Scholarship Committee Meeting

Thank you for your rapid and coordinated response to my memo requesting you to indicate times you are available to meet. Based on your responses, we will meet on Monday, December 8 from 1:30 to 3:30 in the Center for Archival Collections, 5th floor of the Jerome Library.

I will bring my notebook of ASC Scholarship information and you may also have some information from last year that would be helpful. Due to the change in the definition of an independent student and the abolishment of the Guaranteed Student Loan look-up table, we will have to revise the financial need section of the application. Our agenda will be as follows:

- I. Review of last year's scholarship selection process.
  - A. Problems encountered with the application.
  - B. Problems encountered with the selection process.
- II. Revisions to this year's scholarship selection process.
  - A. Application revisions.
  - B. Selection process revisions.
- III. Calendar for selection process for 1987-88.
- IV. Publicity arrangements.
- V. Scholarship fund drive for March 1987.



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BGSUOH

1986-87  
ASC SCHOLARSHIP TIMELINE

December 8	First Scholarship Committee meeting
December 15	Finalize scholarship application and cover letter
December 16	Send application to Typesetting
December 22	Send application/letter to Duplicating
December 29	Send request to R & R to top 10% GPA cut-off for each College
January 5	Mail applications/letters to College Deans (include GPA cut-off for each College and explain that it is cumulative GPA)
January 12	Begin general distribution of applications
February 13	Deadline date for applications
February 16, 17	Initial screening (GPA and financial need)
February 18-27	ASC Scholarship Committee to review and rank applications
March 2-6	Set meeting for Committee to decide on recipient
March 9	Mail award letter

12/8/86

OFFICE of FINANCIAL AID and STUDENT EMPLOYMENT  
450 Student Services Building

1986-87 APPLICATION FOR ADMINISTRATIVE  
STAFF SCHOLARSHIP

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State ZIP

Campus Address \_\_\_\_\_ Phone \_\_\_\_\_

Parents' Name \_\_\_\_\_

Parents' Address \_\_\_\_\_  
Street City State ZIP

College Status for the coming academic year:

Sophomore _____	Junior _____	Senior _____	College _____
			Arts & Sciences _____
			Business _____
			Education _____
Expected Date of Graduation:			Health & Comm. _____
			Services _____
Semester _____	Year _____		Musical Arts _____
			Technology _____

Parents' 1985 Adjusted Gross Income \_\_\_\_\_

Students' 1985 Adjusted Gross Income \_\_\_\_\_

Number in Household \_\_\_\_\_

Number in College \_\_\_\_\_

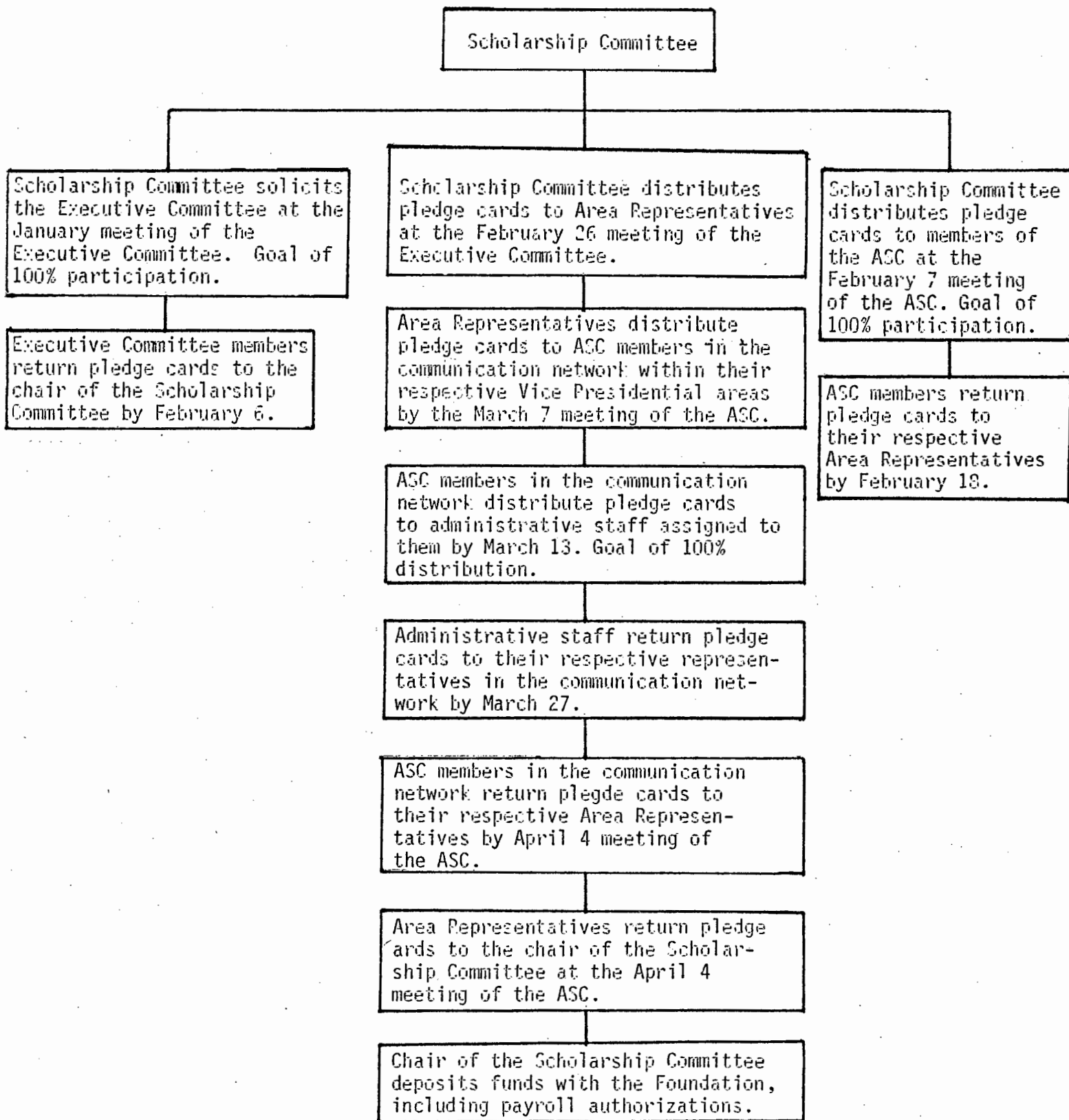
Please explain any special circumstances that relate to your  
financial need: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----  
To be completed by Office of Financial Aid & Student Employment

Grade Point Average \_\_\_\_\_ Class Rank \_\_\_\_\_

Administrative Staff Scholarship Program  
Pledge Card Distribution and Collection  
Timetable and Procedure





Bowling Green State University

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

February 12, 1985

MEMORANDUM

TO: Kevin McHugh  
FROM: Joe Martini  
RE: Administrative Staff Scholarship

At the Thursday, February 7, 1985 Administrative Staff Council meeting, Deb Heineman and Bob Arrowsmith officially opened the second phase of the first annual scholarship drive to obtain funds for this scholarship.

1st Phase - Executive Committee - to be completed by  
February 7, 1985

2nd Phase - Administrative Staff Council - to be completed by  
February 18, 1985

3rd Phase Administrative Staff - to begin by March 7, 1985  
and completed by April 4, 1985

Since you were not able to be at this meeting, I thought it important to forward the scholarship card to you. Even though the objective of this scholarship speaks for itself, the goal of this phased approach is 100% participation from both of the first two groups prior to contacting the full Administrative Staff.

Obviously, your participation does not guarantee 100% of the Administrative Staff will participate, but it does provide a good beginning to an extremely worthwhile long range endeavor by the Administrative Staff to help many students.

I ask for your thoughtful consideration and actual participation. The completed card should be sent to Deb Heineman, Student Financial Aid Office, by Monday, February 18, 1985.

If you have any questions, please call Deb Heineman (2-2657).

sal

xc: Deb Heineman

Enclosure



The Executive Committee  
of the  
Administrative Staff Council  
expresses its sincere appreciation  
for your contribution  
toward the establishment of the  
Administrative Staff Scholarship  
1986-87

Joe Martini	Joyce Kepke
Gregg DeCrane	Deb Heineman
Jill Carr	James Sharp
Jack Gregory	Zola Buford
Deb Weiser-McLaughlin	



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BGSUOH

MEMORANDUM

TO: Ann Bowers, Center for Archival Collections  
Kathryn Thiede, Library - Dean's Office  
Ron Zwierlein, Student Recreation Center  
FROM: Deb Heineman, Office of Financial Aid and Student Employment *EGA*  
SUBJ: ASC Scholarship Fund Drive

The following is a summary of the meeting we had on April 7, 1987 to discuss the organization of the fund drive to increase the corpus of the Administrative Staff Scholarship.

TIMELINE

April 14	Ann will solicit the ASC Executive Committee members for contributions to the Scholarship Fund.
April 28	Ann will collect the pledge cards from the Executive Committee members at the Exec. meeting.
May 5	ASC Scholarship Committee will meet at the Center for Archival Collections at <i>10:30 pm</i> to finalize presentation for the Thursday ASC meeting.
May 7	Ron will present the Scholarship Fund Drive campaign at the ASC meeting. Items such as the current funding level, results from ASC Executive Committee solicitation, reading letter from 86-87 recipient (Donna Capelle) if available, our goal, completion and distribution of pledge cards, etc.
May 21	Deadline for collection of pledge cards by ASC representatives to submit to area ASC representatives (members on Executive Committee from Vice-Presidential or Presidential area). The Executive Committee will then forward all pledge cards to Ann.
May 26	Possible ASC Executive Committee meeting at the Firelands College. Any follow-up activity necessary will be done by Ann.
May 30	Pledge cards forwarded to Foundations. Any information from the cards that may be helpful and informative for ASC will be collected prior to being forwarded to Alumni.

TO DO

Revise pledge card and print enough for staff (Kathryn)✓  
Solicit Executive Committee for contributions (Ann)✓  
Talk to Donna Capelle about writing thank you letter (Ann)✓ 40 copies  
Draft explanatory letter for pledge card packet (Deb)✓  
Draft "Fact Sheet" to accompany pledge card (Deb)✓  
Presentation for ASC Meeting on May 7 (Ron)  
Forwarding pledge cards to Alumni - Foundations (Ann)

# ADMINISTRATIVE STAFF SCHOLARSHIP FACT SHEET 1988

## CRITERIA

- Rank in the top 10% of the student's college
- Financial need
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

## RECIPIENTS

- 1986-1987 recipient was Donna Capelle, a History major with a minor in Library and Educational Media in the College of Arts and Sciences.
- 1987-1988 recipients were Cheri Copeland, an Elementary Education (LBD/EMR) major in the College of Education and Jon Guynn who majors in Interpersonal Communications with a Marketing support field in the College of Arts and Sciences.
- 1988-1989 recipient is Elizabeth Hammann, a Social Work major in the College of Health and Human Services.

## 1988-1989 PLEDGE DRIVE GOAL AND CALENDAR

- The goal for the current pledge drive is to collect an additional \$4000 that will put the total corpus of the Scholarship in excess of \$18,000. This year we were able to award a \$600 scholarship.
- The deadline for collection of the pledge cards is May 20, 1988. Completed pledge cards will be collected by the respective ASC representative and forwarded to the Executive Committee representative for each Vice-Presidential/Presidential area.
- All pledge cards will be forwarded to the Foundations Office by May 27, 1988.
- If each administrative staff member contributes a minimum of \$10, we easily will attain our goal of \$4,000.
- Contributions may be made in the form of a payroll deduction which can be indicated on the pledge card. The payroll deduction may be a one-time deduction, spaced across several months or an ongoing deduction.



Bowling Green State University



Center for Archival Collections  
5th Floor, Jerome Library  
Bowling Green, Ohio 43403  
(419) 372-2411  
Cable: BGSUOH

Holdings: Northwest Ohio  
University Archives  
Rare Books and  
Special Collections

May 10, 1988

MEMORANDUM

TO: George Cripe  
FROM: Ann Bowers *Ann*  
RE: ASC Scholarship

Please find enclosed a fact sheet and a pledge card for this year's ASC Scholarship fund-raising drive. I hope you will take a few moments and read the fact sheet and think about contributing again, or perhaps for the first time, to this worthwhile project. If you are interested in contributing, either through payroll deduction or through a one time gift, please complete the pledge card and send to me no later than May 20th. If you have any questions about the pledge card, please give me a call at 2-2411. If it is a one time contribution, please include your check, and if it is a payroll deduction, for one month up to twelve months, just write in the amount and the date you would like the payroll deduction to begin and to end. If your deduction is to be ongoing, just put in the beginning date.

We provided a \$600 scholarship this year to a most worthy student who has contributed much to both this campus and this community. We hope to continue to increase the endowment, so that the size of the scholarship will increase or will allow us some flexibility in offering a scholarship to more than one student. THANK YOU for your support of the ASC Scholarship.

*Gift to ACC Crookhurst*

**ADMINISTRATIVE STAFF SCHOLARSHIP FACT SHEET  
1989**

**CRITERIA**

- Rank in the top 10% of the student's college
- Financial need
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

**RECIPIENTS**

- 1986-87 recipient was Donna Capelle, a History major with a minor in Library and Educational Media in the College of Arts and Sciences.
- 1987-88 recipients were Cheri Copeland, an Elementary Education (LBD/EMR) major in the College of Education and Jon Guynn who majors in Interpersonal Communications with a Marketing support field in the College of Arts and Sciences.
- 1988-89 recipient is Elizabeth Hammann, a Social Work major in the College of Health and Human Services.
- 1989-90 recipient is Karen S. Phillips, an Elementary Education major in the College of Education and Allied Professions.

**1988-89 PLEDGE DRIVE GOAL AND CALENDAR**

- The goal for the current pledge drive is to collect an additional \$2500 that will put the total corpus of the Scholarship in excess of \$16,000. This year we were able to award a \$800 scholarship.
- The deadline for collection of the pledge cards is May 26, 1989. Please send your pledge card and donation directly to: Carl Peschel, C/O Administrative Staff Scholarship, Alumni and Development, Miletic Alumni Center.
- If each administrative staff member contributes a minimum of \$10, we will more than reach our goal.
- Contributions may be made in the form of a payroll deduction which can be indicated on the pledge card. The payroll deduction may be a one-time deduction, spaced across several months or an ongoing deduction.

**ADMINISTRATIVE STAFF SCHOLARSHIP FACT SHEET  
1990**

**CRITERIA**

- Rank in the top 10% of the student's college
- Financial need
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service to the University and community

**RECIPIENTS**

- 1986-87 recipient was Donna Capelle, a History major with a minor in Library and Educational Media in the College of Arts and Sciences.
- 1987-88 recipients were Cheri Copeland, an Elementary Education (LBD/EMR) major in the College of Education and Jon Gynn, an Interpersonal Communications major with a Marketing support field in the College of Arts and Sciences.
- 1988-89 recipient was Elizabeth Hammann, a Social Work major in the College of Health and Human Services.
- 1989-90 recipient was Karen S. Phillips, an Elementary Education major in the College of Education and Allied Professions
- 1990-91 recipient is Paul F. Kaple, a Medical Technology major in the College of Health & Human Services.

**1990-91 PLEDGE DRIVE**

- Contributions may be made in the form of a payroll deduction which can be indicated on the pledge card. The payroll deduction may be a one-time deduction, spaced across several months or an ongoing deduction.
- The deadline for collection of the pledge cards is May 25, 1990. Please send your pledge card and donation directly to: Carl Peschel, C/O Administrative Staff Scholarship, Alumni and Development, Miletic Alumni Center.
- The Administrative Staff should feel proud that our fund has grown to where a \$1000 annual scholarship can now be awarded.



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

TO: Administrative Staff Members  
FROM: Deb Heineman  
26 DATE: June 11, 1985  
RE: ASC Scholarship Update

\* 5-122

Congratulations! Thanks to your efforts and generosity we have now received \$1,579.50 in pledges and/or contributions toward the establishment of the Administrative Staff Scholarship.

In addition, the Alumni Foundation Board has agreed to match the amount collected by December 1985 up to a total of \$2500. Since we will have collected at least \$2500 by this date, the matching gift will ensure that the corpus of the scholarship will reach \$5000 which is the amount needed for an endowed scholarship. This means that we will attain our goal of being able to award the first Administrative Staff Scholarship for the 1986-87 year.

We can all be proud of this accomplishment! If you have not yet contributed to this worthwhile cause, it is not too late. A pledge card has been enclosed which you can send to Deb Heineman, 450 Student Services, if you have not yet contributed to the scholarship fund.

Once again, congratulations!

DH:lr

Enclosure

## 1991 ADMINISTRATIVE STAFF SCHOLARSHIP FACT SHEET

The Administrative Staff Scholarship was initiated in 1985 through the creation of an Endowment Fund in the Office of Development at Bowling Green State University. The current endowment allows us to award a \$1000 scholarship each academic year.

### Scholarship Criteria

The student must be an upperclassman who ranks in the top 10% of his/her college, demonstrates financial need and has a record of leadership and service to the University and community.

### Recipients

1986-87	Donna Capelle, Major: History
1987-88	Cheri Copeland, Major: Elementary Education and Jon Guynn, Major: Interpersonal Communications
1988-89	Elizabeth Hammann, Major: Social Work
1989-90	Karen S. Phillips, Major: Elementary Education
1990-91	Kelly Lynn Sprout, Major: Biology (Pre-Med)
1991-92	Catherine Keske, Major: Communication Disorders

### 1991 Pledge Drive

Contributions may be made in the form of a payroll deduction as indicated on the enclosed pledge card.

Please send your pledge card and donation directly to:

Carl Peschel  
Administrative Staff Scholarship  
Alumni and Development  
Mileti Alumni Center



May 2, 1991

TO: Administrative Staff Council

FROM: ASC Scholarship Committee

SUBJECT: 1991 Administrative Staff Scholarship

We are pleased to announce that the 1991 recipient of the Administrative Staff Scholarship is Catherine Mae Keske. Cathy is currently a junior in the College of Health & Human Services majoring in Communication Disorders. She has a 3.91 G.P.A. and is in the University Honors Program. Her primary academic interest is in the area of American Sign Language and she is actively involved in a variety of projects in this area including ongoing research in the study of sign language and memory in hearing people. She has participated in two field study groups studying deafness in Washington, D.C. and is co-treasurer of Friends of the Deaf.

Cathy is a member of Alpha Lambda Delta Honorary fraternity, current President of Students for Choice, and President-Elect of the National Golden Key Honor Society. Additionally, she has spent the past three summers working at camps and schools for developmentally and physically disabled adults and children, serving as an assistant teacher and helping to develop physical education programs. Her future plans include graduate school in the field of audiology.

Through your generosity we are able to award Cathy a \$1000.00 Scholarship for the 1991-92 academic year. During the next week all administrative staff members will receive an announcement of this year's winner and a reminder that they can still make contributions to the Administrative Staff Scholarship Endowment. This year we received over 200 applications for the Administrative Staff Scholarship, evidence of the growing pool of students looking for financial assistance. Your support for this scholarship will be sincerely appreciated by the students at Bowling Green State University.

gmcr



Bowling Green State University

47  
University Honors Program  
231 Administration Building  
Bowling Green, Ohio 43403-0014  
(419) 372-8504  
Cable: BCSUOH

TO: Administrative Staff Council Executive Committee

FROM: Susan Davenport Darrow, Chair *SDM*  
Scholarship Committee

DATE: 4 December 1991

RE: Proposed changes for ASC Scholarship application and process

Since there was much difficulty in differentiating between many fine applications last year and some inconsistency in Committee members' judgment of specific files, as well as financial information that was misleading, the 1991-92 Scholarship Committee has proposed the following changes in the ASC Scholarship application and process:

- the publicity should state explicitly that both part-time and full-time students qualify for the ASC Scholarship
- all applicants should include a transcript
- all applicants should include a list of 3 references with phone numbers
- the Committee will interview the top 3 to 5 finalists
- the application will have an essay component on the attached topic and be 500-900 words in length
- the committee will devise a scoring mechanism to judge applications
- the committee will attempt to get financial need information on each applicant based upon UMMET NEED rather than just "need" (last year several Nat. Merit students applied even though they have all tuition, fees, room and board paid.)
- the committee will publicize the availability of the scholarship more widely -- through the colleges as in the past, but also through Continuing Education, ads and personals in the BG News and Monitor and through student organizations and other offices on campus
- Pre-Major Advising would be added to the list of colleges on the application form
- the application form would include more room for listing of activities and honors and would ask specifically about leadership roles
- the application would ask for information on educational goals, family situation and specific information on amount they already receive in scholarships and grants
- applicants would be asked to continue on another sheet if they find that they need more space to fully describe their situation
- it would be spelled out in the application that the scholarship is to be used for continuation of undergraduate study, not for graduate work

- the application would include the listing of present employer(s) and employers' phone number(s)
- the application would include a "release of information" statement so the committee could seek further financial information if needed
- the applicants would be asked to state what their UNMET financial needs are
- any other specific financial information divulged by the applicant would be optional.
- the application would ask each applicant to provide the amount of this academic year's educational expenses, the amount of scholarships received for this academic year as well as amounts of other financial aid, including grants and loans received through federal and state programs. It would also ask them to estimate costs and expenses for the 1992-93 academic year
- the applications would be sent directly to qualifying students, rather than asking Colleges to forward applications to qualifying students within their college -- thus giving ASC more control over when the applications are mailed out and a certainty that they actually are
- the applications would be returned to the chair of ASC, rather than the Financial Aid office, thus making it clear to applicants that the responsibility for the scholarship rests with ASC rather than the FASE office and saving the FASE office from having to keep track of, store, and answer questions concerning the scholarship
- letters concerning outcome should be sent to the winner and those who apply and do not receive the scholarship
- the scholarship winner should be photographed, and publicity concerning the scholarship and the winner should be publicized both on campus and in the winner's home town
- if it does not already exist, a budget should be established to cover copying expenses, publicity expenses and phone calls necessary for the administration of the scholarship



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

October 12, 1993

## MEMORANDUM

TO: All Administrative Staff

FROM: Administrative Staff Council  
Greg Jordan, Chair

One of the goals of the Administrative Staff Council this academic year is to increase the endowment account for the Administrative Staff Scholarship. I am writing to ask your participation and support in the accomplishment of this goal.

During the eight year history of our scholarship program, the endowment has grown significantly. The first Administrative Staff Scholarship was a \$500 award, presented in 1986. Last spring, we were able to present a \$1,000 scholarship to the winning candidate.

We are proud of the progress we have made in establishing this scholarship, and we are equally proud of the calibre of each of the students who have benefited from the award. However, ASC has not had a fund-raising effort for our scholarship since 1990. As a result, the growth of our endowment has slowed recently, while the needs of BGSU students have accelerated. Each of us is aware of the rising tuition rate and difficulty students have in obtaining low-interest loans. Last year, nearly 200 students applied for the ASC Scholarship. That is certainly an indication that the need is great.

With your support, we can help more students in the years ahead. Would you consider a gift of \$25 or more to help us achieve that goal? Contributions can be made in the form of an immediate gift, a pledge, or payroll deductions. Payroll deductions can be designated as a one-time gift, spaced over a period of several months, or requested as an on-going deduction. If you already use the payroll deduction plan to benefit our scholarship program, perhaps you would like to consider increasing your gift at this time.

I have enclosed a fact sheet explaining the criteria for our scholarship award as well as a list of past recipients.

Also enclosed is a pledge card for your use in making a gift. Be sure to note that your gift or pledge is for the ASC Scholarship and send it directly to Carl Peschel, Director of Foundation Accounts, Miletic Alumni Center, by December 17. We hope you will want to be a part of this worthy project. *Every gift, regardless of the amount, will go a long way toward helping BGSU students in the future.*

*Greg Jordan  
ASC Chair*

*very good*

*Red Martin  
10/29*

*Hope the meeting at  
Ken Frisch generates  
some more interest*

## Administrative Staff Scholarship Fact Sheet

The BGSU Administrative Staff Scholarship was initiated in 1985 through the creation of an Endowment Fund in the Office of Development at Bowling Green State University. Only the interest generated from the investment of the endowment funds is used for the scholarship award. The current endowment allows us to award a \$1,000 scholarship.

### Scholarship Criteria

Applicants must be undergraduate students (either full-time or part-time) who have at least two semesters of coursework remaining before graduation. Each applicant must rank in the top 10 percent of his/her college, demonstrate unmet financial need, and provide leadership and service to the University and the community.

Selection is based upon the overall quality of the application, including level and depth of involvement at BGSU and the community, the quality of the required essay, and criteria pertaining to the student's financial situation and how he/she plans to fund his/her college expenses in the next academic year. Preference is given to applicants who are closer to graduation, and to those who are currently working to pay their education expenses (unless their academic program makes holding a job impossible). After a careful review of the written applications, finalists are invited to meet with the selection committee for a personal interview. Each candidate is asked to respond to the same questions.

### Recipients

1986-87	Donna Cappelle -- major: history
1987-88	Cheri Copeland -- major: elementary education and John Guyhrn, -- major: interpersonal communications
1988-89	Elizabeth Hammann -- major: social work
1989-90	Karen S. Phillips -- major: elementary education
1990-91	Kelly Lynn Sprout -- major: biology (pre-med)
1991-92	Catherine Keske -- major: communication disorders
1992-93	Amy Pawlaczyk -- major: developmentally handicapped/ specific learning disabilities and Steven Seasley -- major: journalism/public relations
1993-94	Thomas Garey -- majors: geography and social studies education plus small book awards to Lori Hamilton, Jodi Aurand and Ann Williams (semi-finalists)

Sue -  
 This is from Ken Fisch. Please call me to  
 discuss.  
 Pat Green

EMPLOYEE CAMPAIGN FOR SCHOLARSHIP  
 PROPOSED TIMELINE

- Sept 9 - Meet with Linda Swaisgood to identify most appropriate channels to publicize campaign on campus
- Week of - Finalize if there is to be a Foundation Board challenge
- September 19 - Meet with Dorothy Behling, Faculty Senate; Pat Green, Administrative Staff Council and Kathy Eninger, Classified Staff representative to review timeline and begin development of letters
- Meet with Dorothy Behling to finalize Faculty scholarship.
- Finalize pledge cards
- October 1-4 - All final drafts of solicitation letters are due for printing
- Make request for employee on-campus address labels
- Majority of Publicity regarding campaign begins
- Week of
- October 31 - All solicitation letters mailed to employers
- November 7-11 - EMPLOYER CAMPAIGN PLEDGE WEEK
- All solicitation letters should arrive by Monday, November 7
- Employees are encouraged to send in pledge cards during this week
- December 5 - Announce campaign results  
 (or sooner,  
 depending  
 on results)

### ADMINISTRATIVE STAFF SCHOLARSHIP PROGRAM

The administrative staff at Bowling Green State University establishes an Administrative Staff Scholarship Program. The corpus of the scholarship will be established and increased through an annual giving campaign conducted among the administrative staff at Bowling Green State University. The corpus will be held by the Bowling Green State University Foundation and the scholarship will be administered by the Director of Financial Aid and Student Employment. The Administrative Staff Council, through its members and committees, is responsible for establishing and amending, as needed, the purpose and criteria of the scholarship program; for conducting the annual giving program; and for determining the recipient(s) of the scholarship.

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student at Bowling Green State University who meets the criteria established for the scholarship. The criteria for determining eligibility and for awarding the scholarship are as follows:

1. Financial need as determined by the Financial Aid and Student Employment Office including the family adjusted gross income, number in the household and number in college. In addition, special circumstances in regard to financial need will be considered.
2. Academic excellence as indicated by an academic ranking in the top ten (10) percent of the college in which the student is enrolled.
3. Class standing defined as a rising sophomore, junior or senior.
4. Enrollment status defined as part-time and full-time enrollment.

Students must apply for the scholarship annually. Applications for the scholarship will be available in the Financial Aid and Student Employment Office annually in January.

## Administrative Staff Scholarship

## A. Criteria. Please check the criteria that you feel should apply to the scholarship.

- a. Should the recipient have financial need?

65 YES40 NO

- b. Should the recipient demonstrate academic excellence?

93 YES8 NO

If yes, should academic excellence be demonstrated by:

54 Grade Point Average45 Academic Standing in Class  
(e.g., upper 20%)

- c. Should the recipient demonstrate service to the University?

45 YES55 NO

If yes, what kinds of service should be demonstrated?

- d. Should the scholarship be limited to:

- a. Residents of Ohio?

41 YES62 NO

- b. Upperclass students (e.g., sophomores, juniors, seniors)?

63 YES40 NO

- c. Student employees?

25 YES73 NO

- e. Please list other criteria that you believe should be attached to the scholarship, if any.

## B. Do you support the scholarship program?

90 YES12 NO

## C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.



<b>ADMINISTRATIVE STAFF SCHOLARSHIP PROGRAM</b> <b>BOWLING GREEN STATE UNIVERSITY</b>				<b>ADMINISTRATIVE STAFF SCHOLARSHIP PROGRAM</b>		<div style="border: 1px solid black; width: 80px; height: 60px; margin: 0 auto;">LOGO</div>	
<b>CHARTER MEMBER</b>		Thank you for your contribution to the scholarship program sponsored by the administrative staff of Bowling Green State University.					
<b>TOTAL GIFT</b>		<b>PAID NOW</b>		<b>BALANCE DUE</b>			
<b>METHOD OF PAYMENT</b>							
<b>PAYROLL DEDUCTION</b>				<b>DIRECT</b>			
MONTHLY \$ _____				CHECK \$ _____			
ONE TIME \$ _____ ON _____ Date				CASH \$ _____			
NAME		ADDRESS					
CITY	STATE	ZIP					
SIGNATURE		SOLICITOR					

<b>NAME</b>	
<b>Department</b>	<b>Date</b>
<b>TOTAL GIFT</b>	<b>PAID NOW</b>
<b>BALANCE DUE</b>	

Exec



ASC



Communication network



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

TO: Carl Peschel  
Foundation Office

FROM: Joe Martini  
Administrative Staff Council

RE: Administrative Staff Scholarship

DATE: December 6, 1984

The Administrative Staff Council has expressed its intent to establish a scholarship program. The request to establish an escrow account was sent to you on November 19, 1984.

The criteria for the scholarship are as follows:

1. Academic excellence as indicated by top 10% of each undergraduate college.
2. Financial need as indicated by income, number in family and number in college (to be determined by the Office of Financial Aid and Student Employment).
3. Upperclass students (rising sophomores, juniors and seniors).
4. Full-time or part-time student status.

Candidates will be required to complete an application available in the Office of Financial Aid and Student Employment.

The Administrative Staff Council Scholarship Committee will be responsible for determining the number of scholarships to be awarded and for selecting the recipient(s) of the scholarship.

JM:DH:1e

Administrative Staff  
Scholarship Program

Schedule

November 1, 1984	Preliminary report of survey results.
December 6, 1984	Final report of survey results. Discussion of proposal for scholarship.
January 10, 1985	Proposal finalized with report to ASC.
February 7, 1985	Pre-pledge, sign-up among members of ASC.
March, 1985	Kick-off of solicitation drive for the administrative staff.

Revised 10/29/84

## Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?

35 YES

23 NO

b. Should the recipient demonstrate academic excellence?

54 YES

3 NO

If yes, should academic excellence be demonstrated by:

30 Grade Point Average

24 Academic Standing in Class  
(e.g., upper 20%)

c. Should the recipient demonstrate service to the University?

33 YES

23 NO

If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:

a. Residents of Ohio?

19 YES

38 NO

b. Upperclass students (e.g., sophomores, juniors, seniors)?

36 YES

23 NO

c. Student employees?

14 YES

43 NO

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?

52 YES

5 NO

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.

Total Surveys Returned 59

What kinds of service should be demonstrated?

Service in EG community	Involvement in campus programs
Service in non-academic organizations	Involvement in professional programs
Service that has an impact on others	Leadership
Student government	
Committees	
Extra-curricular activities	
Leadership in residence halls	
Student guide	
Student type activities	
Volunteer work	

Why service should not be considered.

Could be incoming freshman with no record of service at University  
May be academically oriented with little time for service

Other criteria.

Child of administrative staff	Outstanding citizen
Demonstrate effective utilization of time	Must have completed one full term
Knowledge of educational values	Not a dependent of fee waiver
Liberal arts student	Not related to EGSU employee
No disciplinary record	Consider work experience

Comments.

Consider non-traditional students	Should be a grant for service rendered
Personal interview with finalists	Should also be for incoming students
Need and academic excellence should be the primary criteria	Concentrate on well-rounded activities and academic excellence
No minimum pledge	Limit to those who must work
Very stringent criteria needed given the size of the pool	Academic promise not academic excellence
Candidates should submit an essay	Students should apply not be nominated
Any kind of employment should be considered	

Friday 8 Am 3 11 59  
2 50 03

### Administrative Staff Scholarship Fund

- Goal: Establish a scholarship endowment fund through the Bowling Green State University Foundation with the intent of using the interest for scholarships.
- Funding: Yearly fund drive to ask each of the 300 members of the Administrative Staff to contribute at least \$12 a year equivalent to a contribution of \$1 a month via both personal contribution or payroll deduction.
- How: Each year, a committee be established to do two things:
- 1) handle the fund drive
  - 2) distribute scholarship

no one seems  
convinced  
that we  
can do it  
except  
GWSU  
deduct

### Reasons for such a project:

Provide much needed scholarships to Bowling Green State University students.

Show a tangible and continuing to Bowling Green State University.

Increase amount of interest available for disbursement.

Will not interfere with current University fund drives.

If approved for further review

- 1) 3 or 4 volunteers are needed.
- 2) Meeting with Larry Weiss and Jim Hodges.
- 3) Prepare formal proposal prepared and presented next ASC meeting (October ) followed shortly thereafter by the actual fund drive.
- 4) Develop for approval a formal agreement with the Foundation.

Administered by  
FAE

but find  
because  
United Way

coordinate  
with  
Cliff Bontelle  
before fund  
drive in March

(C)

Administrative Staff Scholarship Program  
Goal and Objectives

Goal and Objective:

.GOAL

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student of Bowling Green State University who has demonstrated ( criteria ).

.OBJECTIVES

1. To establish an Administrative Staff Scholarship Program by December, 1984.
2. To conduct an annual giving program, commencing in March, 1984, whereby Administrative Staff can contribute to an Administrative Staff Scholarship.
3. To attain a minimum corpus of \$5,000 for the Administrative Staff Scholarship by March, 1986.
4. To award the Administrative Staff Scholarship according to the established methods and criteria by May, 1986.

Administrative Staff Council  
Proposed Communication Network

ASC Representative

Bob Arrowsmith

*Please add any other  
contract staff in the SHS note  
on this list.*

Cary Brewer

Zola Buford

Jill Carr

Constituents

Robert Desmond	Health Center
Jim Austermliller	Health Center
Zhanna Brant	Health Center
JoAnn Brinkman	Health Center
Tess Domini	Health Center
Charles Frie	Health Center
Mary Johnson	Health Center
Miriam Meyer	Health Center
Joanne Navin	Health Center
<del>Sue Perkins</del>	Health Center
Cindy Sue Puffer	Health Center
Rebecca Utz	Health Center
Gayle Welly	Health Center
Susan Caldwell	Admin. Staff
Shirley Colaner	Personnel Services
Robert McGeein	Admin. Staff
Rebecca McOmber	Personnel Services
Elaine Bodik	Capital Planning
John Gruker	Registration & Records
Dale Schroeder	Computer Services
Charles Schultz	Computer Services
Linda Hamilton	Computer Services
Don Passmore	Office of the V.P. for Planning & Budgeting
John Martin	Internal Auditing
Tom Glick	Admissions
Dan Shelley	Admissions
Cheryl Crocker	Admissions
Lisa Chavers	Admissions
Kerry Foldenauer	Admissions
Duane Whitmire	Registration & Records
Bill Lanning	Residence Life
Tom Coombs	Residence Life
Mike VanEss	Residence Life
Pam Walter	Residence Life
Sandy Crill	Residence Life
Rich Hughes	Residence Life
Dave Forick	Residence Life
Stephanie Tebow	Residence Life
Robin Streaty	Residence Life
Terri Pandich	Residence Life



*Gene Good*  
*Eva Brown-Smith*  
*John Higgins*  
*Jill Carr*  
*Greg De Bone*  
*Bob McLaughlin*  
*Rob Wilkerson*  
*Gene Sharp*  
*James Keefe*  
*John Dugan*

VICE PRESIDENT

OCT 17 1984

STUDENT AFFAIRS

MEMORANDUM

TO: Carl Peschel  
 Foundation  
  
 FROM: Joe Martini  
 Administrative Staff Council  
  
 RE: Establishment of an Escrow Account for the Administrative  
 Staff Scholarship

*Please remove -*  
*build. lib. to*  
*send over.*  
*Exec Committee*  
*reviewed?*

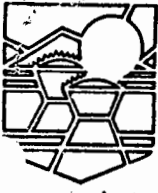
Please consider this memorandum as a request to establish an escrow account for the Administrative Staff Scholarship Fund with the intent that this account become an endowed scholarship fund once the \$5,000 minimum required is reached.

The guidelines for awarding this scholarship will be finalized by January 1985 and will be submitted to you at that time.

The administrator for the Corpus Fund shall be the Treasurer of the Foundation. The administrator of the Income Fund shall be the Director of Financial Aid and Student Employment.

*Joe Martini*  
*10/15/84*

sal



Bowling Green State University

Vice President for Student Affairs  
Bowling Green, Ohio 43403  
Cable: BGSUOH

October 24, 1984

MEMORANDUM

TO: Jim Austermler, Administrative Coordinator, Student Health Service

FROM: <sup>BA</sup> Bob G. Arrowsmith, Assistant Vice President for Student Affairs;  
Student Services and Financial Affairs

RE: Administrative Staff Scholarship Program

The Administrative Staff Council (ASC) has been discussing the establishment of an endowed scholarship, funded by contributions solicited from members of the administrative staff. The corpus of the endowment must be \$5,000 before the interest can be distributed in the form of a scholarship. Plans call for the \$5,000 to be in-hand by March, 1986.

The ASC has requested that all members of the administrative staff be given an opportunity to express their support for the scholarship program and that they also be given the opportunity to identify possible criteria for the scholarship.

As your representative to the ASC, I (along with all other representatives) am sending the attached survey for you to complete. Please take a few minutes to complete the survey and return it in the enclosed envelope.

If you have any questions about the proposed scholarship program, please contact me.

rb

**Enclosures**

Also sent to:

Zhanna Brant  
JoAnn Brinkman  
Tess Domini  
Charles Frie  
Mary Johnson  
Miriam Meyer  
Joanne Navin  
Cindy Puffer  
Rebecca Utz

## Administrative Staff Scholarship Program

The Administrative Staff Council is currently considering a proposal that would establish an endowed scholarship to be given to a student at Bowling Green State University. The principle of the scholarship would be \$5,000 with interest being disbursed in the form of the actual scholarship. The \$5,000 would be solicited from among members of the administrative staff with the total amount raised by 1986.

You have been given this form by your representative to the Administrative Staff Council as a way of soliciting your views on support for the scholarship and the possible criteria to be used in awarding the scholarship. Please take a few minutes to respond to the survey and return it as indicated.



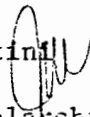
Bowling Green State University

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

October 25, 1984

MEMORANDUM

TO: Bob Arrowsmith  
Jane Wood  
Deb Heineman  
Zola Buford

FROM: Joe Martini 

RE: ASC Scholarship Drive

Jim Hodge called to tell us that the consultants for the 75th Anniversary have recommended against any special appeal to the Faculty, Administrative Staff and Classified Staff.

Therefore, depending upon the timetable, the ASC will be only concentrating on "its own scholarship drive".

If you have any questions, please call.

sal



Bowling Green State University

November 19, 1984

66  
Office of the Burar  
Bowling Green, Ohio 43403  
Cable: BGCUOH

MEMORANDUM

TO: Carl Peschel  
Foundation

FROM: Joe Martini *[Signature]*  
Administrative Staff Council

RE: Establishment of an Escrow Account for the Administrative  
Staff Scholarship Fund

Please consider this memorandum as a request to establish an escrow account for the Administrative Staff Scholarship Fund with the intent that this account become an endowed scholarship fund once the \$5,000 minimum required is reached.

The guidelines for awarding this scholarship will be finalized by January 1985 and will be submitted to you at that time.

The administrator for the Corpus Fund shall be the Treasurer of the Foundation. The administrator of the Income Fund shall be the Director of Financial Aid and Student Employment.

sal

xc: ASC Executive Committee  
Bob Arrowsmith  
Jane Wood



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

January 4, 1984

MEMORANDUM

TO: Bob Arrowsmith, Assistant Vice President for Student Affairs  
Deb Heineman, Assistant Director of Financial Aid & Student Employment

FROM: ASC Executive Committee

RE: ASC Scholarship

At the last ASC Executive Committee meeting we began to explore the next steps necessary to take in continuing the scholarship project. The issues of the collection of pledge cards, the standardization of the giving plan, and the goal to be set for our first drive were all raised. It was suggested that a proposal be developed regarding these issues and submitted to Jim Hodge. Would your committee be willing to prepare this proposal? The Executive Committee would be glad to assist you if needed.

Thank you very much for your consideration.

JC/jm

cc: Joe Martini  
Gregg DeCrane

*Called Deb W. on 11/7/85. She will have card done in a couple of days.  
Card was cleared w/ Jim Hodge.*



Bowling Green State University

Vice President for Student Affairs  
Bowling Green, Ohio 43403  
Cable: BGSUOH

October 16, 1984

MEMORANDUM

TO: Administrative Staff Council Members

FROM: <sup>BA</sup> Bob Arrowsmith, Assistant Vice President for Student Affairs;  
Student Services and Financial Affairs

RE: Scholarship Program

Those members of the Administrative Staff Council who attended the ASC meeting on October 4 received printed information and heard details about the proposed Administrative Staff Scholarship Program. The discussion identified a need to contact administrative staff members about the program to solicit their views. The method agreed upon to contact the administrative staff members was the communication network recently established by ASC.

The primary concern was with the criteria to be used in selecting recipients of the proposed scholarship. It was felt that all administrative staff members should have the opportunity to make their views known with respect to the criteria. Additionally, there was some sentiment for identifying the measure of support for the program.

The attached survey has been developed to assist members of the ASC in soliciting the views of those administrative staff members assigned to them by the ASC communication network. You are being asked to make the contact by distributing the survey and by providing additional information about the proposed scholarship program when requested. As noted, completed survey forms are to be returned to Bob Arrowsmith, by Monday, October 29.

rb

Attachment

*given to area members  
10-19*

ADMINISTRATIVE STAFF SCHOLARSHIP PROGRAM

BOWLING GREEN STATE UNIVERSITY

TOTAL GIFT	PAID NOW	BALANCE DUE
METHOD OF PAYMENT		
<u>PAYROLL DEDUCTION</u>		<u>DIRECT</u>
MONTHLY \$ _____		CHECK \$ _____
ONE TIME \$ _____	ON _____ Date	CASH \$ _____

NAME		ADDRESS	
CITY	STATE	ZIP	
SIGNATURE		SOLICITOR	

ADMINISTRATIVE STAFF  
SCHOLARSHIP PROGRAM

LOGO

CHARTER MEMBER

Thank you for your contribution to the scholarship program sponsored by the administrative staff of Bowling Green State University.

Name		
Department		Date
TOTAL GIFT	PAID NOW	BALANCE DUE





Bowling Green State University

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

October 25, 1984

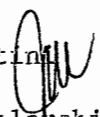
**VICE PRESIDENT**

**OCT 29 1984**

**STUDENT AFFAIRS**

MEMORANDUM

TO: Bob Arrowsmith  
Jane Wood  
Deb Heineman  
Zola Buford

FROM: Joe Martin 

RE: ASC Scholarship Drive

Jim Hodge called to tell us that the consultants for the 75th Anniversary have recommended against any special appeal to the Faculty, Administrative Staff and Classified Staff.

Therefore, depending upon the timetable, the ASC will be only concentrating on "its own scholarship drive".

If you have any questions, please call.

sal

# Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?

65 YES

40 NO

b. Should the recipient demonstrate academic excellence?

93 YES

8 NO

If yes, should academic excellence be demonstrated by:

54 Grade Point Average

45 Academic Standing in Class  
(e.g., upper 20%)

c. Should the recipient demonstrate service to the University?

45 YES

55 NO

If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:

a. Residents of Ohio?

41 YES

62 NO

b. Upperclass students (e.g., sophomores, juniors, seniors)?

63 YES

40 NO

c. Student employees?

25 YES

73 NO

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?

90 YES

12 NO

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.

# Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?

\_\_\_\_ YES

\_\_\_\_ NO

b. Should the recipient demonstrate academic excellence?

\_\_\_\_ YES

\_\_\_\_ NO

If yes, should academic excellence be demonstrated by:

\_\_\_\_ Grade Point Average

\_\_\_\_ Academic Standing in Class  
(e.g., upper 20%)

c. Should the recipient demonstrate service to the University?

\_\_\_\_ YES

\_\_\_\_ NO

If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:

a. Residents of Ohio?

\_\_\_\_ YES

\_\_\_\_ NO

b. Upperclass students (e.g., sophomores, juniors, seniors)?

\_\_\_\_ YES

\_\_\_\_ NO

c. Student employees?

\_\_\_\_ YES

\_\_\_\_ NO

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?

\_\_\_\_ YES

\_\_\_\_ NO

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.



Bowling Green State University

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BG5UOH

November 19, 1984

NOV 20 1984  
STUDENT AFFAIRS

MEMORANDUM

TO: Carl Peschel  
Foundation

FROM: Joe Martin *JM*  
Administrative Staff Council

RE: Establishment of an Escrow Account for the Administrative  
Staff Scholarship Fund

Please consider this memorandum as a request to establish an escrow account for the Administrative Staff Scholarship Fund with the intent that this account become an endowed scholarship fund once the \$5,000 minimum required is reached.

The guidelines for awarding this scholarship will be finalized by January 1985 and will be submitted to you at that time.

The administrator for the Corpus Fund shall be the Treasurer of the Foundation. The administrator of the Income Fund shall be the Director of Financial Aid and Student Employment.

sal

cc: ASC Executive Committee  
Bob Arrowsmith  
Jane Wood



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

To: Carl Peschel  
Foundation

From: Joe Martini  
Administrative Staff Council

Re: Administrative Staff Scholarship

Date: November 26, 1984

The Administrative Staff Council has expressed its intent to establish a scholarship program. The request to establish an escrow account was sent to you on November 19, 1984.

The criteria for the scholarship are as follows:

1. Academic excellence as indicated by a grade point average of \_\_\_\_\_ or above.
2. Financial need as indicated by \_\_\_\_\_.
3. Service to the University.
4. Upperclass students (rising sophomores, juniors and seniors).

Candidates will be required to complete an application available in the Office of Financial Aid and Student Employment.

The Administrative Staff Council Scholarship Committee will be responsible for determining the number of scholarships to be awarded and for selecting the recipient(s) of the scholarship.

JM:DH:lr



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

TO: Carl Peschel  
Foundation Office

FROM: Joe Martini  
Administrative Staff Council

RE: Administrative Staff Scholarship

DATE: December 6, 1984

The Administrative Staff Council has expressed its intent to establish a scholarship program. The request to establish an escrow account was sent to you on November 19, 1984.

The criteria for the scholarship are as follows:

1. Academic excellence as indicated by top 10% of each undergraduate college.
2. Financial need as indicated by income, number in family and number in college (to be determined by the Office of Financial Aid and Student Employment).
3. Upperclass students (rising sophomores, juniors and seniors).
4. Full-time or part-time student status.

Candidates will be required to complete an application available in the Office of Financial Aid and Student Employment.

The Administrative Staff Council Scholarship Committee will be responsible for determining the number of scholarships to be awarded and for selecting the recipient(s) of the scholarship.

JM:DH:1e

*Joe Good*  
*Bye Brown*  
*Joe Brown*  
*John Carr*  
*Greg De Bone*  
*Deb Mc Laughlin*  
*Red Wilkerson*  
*Gene Sharp*  
*James Kiehl*  
*John Taylor*

MEMORANDUM

TO: Carl Paschel  
 Foundation  
  
 FROM: Joe Martini  
 Administrative Staff Council  
  
 RE: Establishment of an Escrow Account for the Administrative  
 Staff Scholarship

*Please review -*  
*should like to*  
*send over*  
*Exec Committee*  
*reviewed?*

Please consider this memorandum as a request to establish an escrow account for the Administrative Staff Scholarship Fund with the intent that this account become an endowed scholarship fund once the \$5,000 minimum required is reached.

The guidelines for awarding this scholarship will be finalized by January 1985 and will be submitted to you at that time.

The administrator for the Corpus Fund shall be the Treasurer of the Foundation. The administrator of the Income Fund shall be the Director of Financial Aid and Student Employment.

sal

*Joe Martini*  
*10/15/84*

24

## Administrative Staff Scholarship Program

## Criteria

The sub-committee considered a number of criteria for the scholarship. We seek your consideration of these criteria, suggestions for additional criteria and your consensus on the final criteria.

- ✓ 1. Need. What level of need?
- ✓ 2. Academic. What GPA? *upper 5% of class*
- ③ 3. Service. What types of service?
4. Residency. Limited to residents of Ohio?
5. Dependent of employee. ~~Limited to dependent children of administrative staff employees?~~ *Exclude*
6. Class standing. Limited to ~~dependants~~ *those* with current University student status?
7. Student employee. Limited to students employed by the University?
8. Maximum award. What dollar amount?
9. Use of scholarship. Use limited to educational expenses?
10. Continuing scholarship. Continue to receive award as long as recipient meets criteria?

*establish  
criteria*



# Administrative Staff Scholarship Program

## Timetable

Discussion of scholarship proposal with Alumni and Development Office; Sub-Committee on Scholarship program meets with James Hodge and Larry Weiss to discuss the concept in general terms.

September 21, 1984

First consideration of the proposal by the ASC Scholarship Sub-Committee. Discussion of the sub-committee included identification of the major steps of a scholarship drive, development of a timetable for implementing the program, and identification of possible criteria for the scholarship

September 27, 1984

Preliminary discussion of proposal and criteria with ASC.

October 4, 1984

Proposal finalized by sub-committee with report to ASC.

November, , 1984

Proposal approved by ASC.

December, , 1984

Pre-pledge, sign-up drive among members of ASC.

January and  
February, 1985

Kick-off of solicitation drive for the administrative staff in conjunction with the University's 75th Anniversary.

March 1985

# Administrative Staff Scholarship Program

## Contributions Solicitation Network Identification of Scholarship Candidates Awarding Scholarship

### A. Contributions

1. The solicitation campaign will be conducted annually. The options for contributions are as follows:
  - a. one-time gift
  - b. pledge per month contribution with no termination date
  - c. pledge per month with termination date
2. The suggested minimum contributions are as follows:
  - a. \$\_\_\_\_\_ one-time gift.
  - b. \$5 per month

*no minimum*

### B. Solicitation Network

The communication network to be established by ASC will serve as the solicitation network. This should mean that each ASC member will contact about ten administrative staff members.

### C. Identification of Scholarship Candidates

1. ~~Self nominated.~~
2. ~~Nominated by administrative staff employee.~~
3. ~~Open nomination.~~

*applications*

### D. Determination of Scholarship

An ASC Scholarship Committee will determine the recipient of the award.

*incorporate  
into ASC by-law*

*composed  
of  
ASC members  
and other admin staff*



Bowling Green State University

Vice President for Student Affairs  
Bowling Green, Ohio 43403  
Cable: BGSUOH

December 12, 1984

MEMORANDUM

TO: Deborah Weiser McLaughlin, Public Relations

FROM: <sup>Bob</sup> Bob G. Arrowsmith, Assistant Vice President for Student  
Affairs; Student Services and Financial  
Affairs

At the last Administrative Staff Council meeting, we presented an example of a pledge card that could be used in solicitations for the ASC scholarship. Can you give us some help in developing a pledge card that would be suitable for soliciting pledges?

rb

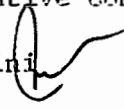


**Bowling Green State University**

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

January 24, 1985

MEMORANDUM

TO: ASC Executive Committee  
FROM: Joe Martini   
RE: Escrow Account for ASC Scholarship

The following account number has been assigned by  
the Foundation for this scholarship:

RE2CC

If you have any questions, please call.

sal

## Administrative Staff Council

### Fund-Raising Solicitation Suggestions

#### Know your product

Study the materials describing the scholarship. You will need to explain the overall program and focus upon those parts which might be of particular interest to your prospective donor. Tailor your talk to each new prospect and show your support by making your gift to the project prior to asking others.

#### Know your prospect

What would interest him/her most about this scholarship?

#### Make a personal visit

It is true that people give to people. Donors do not make substantial gifts in response to letters or telephone calls. Only through a face-to-face contact can you fully and sincerely explain your case and illustrate the importance of the program.

#### Time your visit

Do not drop in on your prospect unexpectedly or at busy times in the day. Make it a private visit.

#### Be positive - never apologetic

Make it clear that you have volunteered your time for this project because you fully believe in its merit. Thank the prospect for hearing your story, but don't apologize for wanting to tell it.

#### Stress the benefits and opportunities

*Benefits to Students*

Talk about the program in terms of the good things it will accomplish for students. Donors can identify more with benefits than they can with "needy causes." Donors may also balk at giving to BGSU, so stress a gift to students. (The same students that keep us all employed!)

#### Be a good listener

Give your prospect a chance to talk about his/her personal likes and dislikes -- this helps you direct your remarks. Listen to, but never introduce negative topics such as recession, other charitable drives, high state income tax, etc.! Do not allow yourself to be led too far off the subject.

*Can't meet before Aug 5<sup>th</sup> it be delayed on 5<sup>th</sup>.*

### Welcome questions

Always welcome inquiries from prospects. If you don't know the answers, promise to get them and follow up quickly.

### Ask for a specific amount

The amount you intend to seek should be established in advance with your local committee.

### Ask for enough

Let the prospect know how much you hope he/she will give. Sometimes it helps to have a standard question in mind such as, "Would you consider a gift of \$\_\_\_\_\_ to the Administrative Staff Scholarship fund payable over a 12 month period?"

### Don't stay too long

Make your stay brief but informative.

### Follow up

The larger the gift the more likely the prospect may wish to "think it over." Respect that expression but set a time to get back to the prospect (when at all possible.)

### Close

Try to get the pledge during your appointment. If the prospect wants you to leave the pledge card, ask if you could return when the prospect has given the project more thought.

### Thank your prospect regardless of the decision

If you have a pledge the thank you is easy. If you were unsuccessful, don't be discouraged. You may have made a call which will result in a gift to the scholarship on another occasion.

### Some Additional Thoughts on Fund Raising

"Fund raising requires both optimism and realism. Without the first, few if any gift solicitation efforts would be made. Without the second, few if any would succeed."

-Howard L. Jones

Take the attitude that you are offering the prospect a chance to participate in a worthy project for present and future students of BGSU. Be enthusiastic. Let your commitment show as you talk.

Once you have asked the prospect to participate, pause and let the prospect respond. Be patient, wait until the prospect speaks.

After the ask it is a good time to emphasize the benefits of this scholarship and that gifts are tax deductible.

### Responses to Resistance

As a volunteer, you won't run into the old cliché, "I gave at the office because we want them to 'give at the office.'" However, you will run into cases of resistance. Here are some examples and some possible responses.

"You would be wasting your time calling on me, because I'm not in a position to contribute."

Answer: "Don't worry about that. This program is so important to the staff that we want you to be informed about it whether or not you can participate."

"I'm active in a number of worthy causes, and I'm fully committed to them at this time."

Answer: "You're exactly the kind of responsible person whose support we value. This is an on-going project. If you're fully committed for this year, perhaps you would consider a gift in 1986?"

"I wouldn't want to commit myself to a signed pledge. What if circumstances were to change and I couldn't keep my promise?"

Answer: "Unless the donor specifies that the pledge is irrevocable, a pledge to the scholarship can be increased, reduced or canceled at any time."

*Make check out to Administrative Staff Scholarship fund.*

*Payroll deduction over \$55.*

### Fund-Raising Check List

1. Know your case. Review your materials.
2. Don't delay, get on with your calls for appointments. Make it a face to face request.
3. See your best prospects first.
4. Avoid public places for meetings.
5. Take any descriptive materials and pledge cards with you.
6. Be positive. Assume your prospect will make a pledge.
7. Mention that you are enthusiastic and have made your pledge.
8. Be a good listener.
9. Don't make it a long "sell."
10. Ask for a specific amount/pledge when possible. At least be ready to say, "The average gift seems to be \$\_\_\_\_\_."
11. Follow up if necessary to answer questions and gain their support.
12. Try not to leave the pledge card.
13. Thank the prospect.
14. Keep the committee informed of your work and progress.



MEMORANDUM

TO: Jim Hodge  
Development

FROM: Deb Heineman *DH*

DATE: January 30, 1985

RE: ASC Scholarship Drive

I am enclosing a timetable/procedure outline as well as copies of the two letters we will be sending to all administrative staff.

Please contact me if you have any questions.

Thanks for all your help.

DH:le  
Enclosure

C  
O  
P  
Y



Bowling Green State University

FEB 1 1985  
Alumni and Development  
Mileti Alumni Center  
Bowling Green, Ohio 43403-0054  
(419) 372-2701  
Cable: BGSUOH

January 30, 1985

MEMORANDUM

TO: Bob Arrowsmith  
Zola Buford  
Deb Heineman

FROM: James M. Hodge *JMH*  
Assistant Vice President and  
Director of Development

RE: January 28 Meeting

Thanks for coming over Monday to discuss the administrative staff scholarship fund. As promised, I contacted Phil Mason about how this affects the Solicitations Policy. He asked that a description of the project and a tentative timetable be sent to him for "the record." I mentioned to him that this project has our hearty endorsement and he did not express any concern over the telephone.

/df

## ASC Election Procedures Timetable

<u>TIME</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
December	Executive Comm.	Assess apportionment of Administrative Staff
January	Election Committee	Seek volunteers & nominees for ASC and for specific University standing committees (volunteers and nominees to come from the full administrative staff)
February	Election Committee	Conduct election for ASC membership (total admin. staff votes)  Conduct election to Univ. stand. comm. (total admin. staff votes)
March	Executive Committee	Solicit nominees for officers (officers to be drawn from ASC membership)
	Election Committee	Prepare list of those eligible for election to executive committee
	Election Committee	Solicit volunteers & nominees for ASC standing committees (membership to be drawn from ASC members, including new members)
April	Election Committee	Conduct election of ASC officers & area representatives (total admin. staff votes)
	Election Committee	Conduct election of ASC standing committees (Administrative Staff Council members vote)

Debt Haven  
Financial Services All

Cough Syrup  
Liquor

## 1985 Charter Year

outright gift - receipt sent out  
payroll deduction - receipt once a year in Jan.  
payroll authorization - still goes to Alumni Office  
reimbursement, monthly  
10 days - in regard  
to the wage in person after the 10 day  
discourage cash contributions

BGSU Foundation, Inc.  
re: ASC Scholarship

send to:  
Jimm Hodge  
~~do not include~~  
U.P. or Fire.

120 7th or 8th  
2nd month - 6  
month 24th  
1200 24th

contact  
in a roll  
of the  
was  
problem

Del:

Two letters that we can possibly  
use in the campaign. Letter #1  
would go out after the Feb  
meeting of the ASC. Letter #2  
would go out with the start of  
the campaign. Good or BAD idea?

— — — — —

1/10/85

Bobby:

Below is what we envision for the ASC scholarship donor card. We didn't get any type set yet since I figured there'd be discussion and revision.

VICE PRESIDENT  
JAN 14 1985

We didn't include a tear-off portion like the United Way card has. If we had included a "receipt" portion, we would have had to be sure that we collected them all, whether the person solicited gave or not. Otherwise, a non-giver could use the receipt for fraudulent income tax purposes. Besides, if we had included a tear-off section, we would have required perforation, something we cannot get done on campus. As it stands, we can have it printed on the sixth floor of the Ad Bldg. for \$10.00.

# Administrative Staff Scholarship Program Bowling Green State University

1985  
Charter Year



Name		Address	
City	State	Zip	Social Security No.
Payroll Deduction <input type="checkbox"/> Monthly <input type="checkbox"/> ONE TIME		beginning _____ ending _____ on _____	Total Gift \$ _____
Direct <input type="checkbox"/> cash <input type="checkbox"/> check			
Signature		Solicitor	

Typesetting would be another \$10 probably. This is to have a run of 450 cards on heavy paper stock. These are my initial thoughts. Please comment and maybe we can have prototypes for the Jan. 17 meeting.

Deb M Daughlin

2-2716

pc: Joe Martini

DRAFT  
January 25, 1985

MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

The Administrative Staff Council is pleased to announce that plans for the Administrative Staff Scholarship Program have been completed. The response by the administrative staff indicates positive support for the scholarship program. We are now at a point in time where the scholarship program is to be implemented. *wler*

The scholarship program is intended to provide an opportunity for members of the administrative staff to demonstrate their support of the educational mission of the University through their contribution to a scholarship program. The immediate goal for the program is to establish a scholarship fund with a corpus of \$5,000, the interest on which will be distributed as a scholarship. The long-range goal is, through annual campaigns, to increase the corpus so that additional scholarships can be made available.

The views of the administrative staff, as indicated in the scholarship program survey guided the development of the scholarship criteria. These criteria are; 1) financial need as determined by the Financial Aid and Student Employment Office; 2) academic excellence as determined by an academic ranking in the top ten (10) percent of the college in which the student is enrolled; 3) class standing defined as a rising sophomore, junior or senior; and 4) enrollment status of part-time or full-time enrollment.

The campaign for contributions to the scholarship program will be low-keyed. When you receive the pledge card on ~~on March~~, please keep in mind that the success of the campaign is dependent upon your voluntary contribution to the scholarship fund.

rb

ADMINISTRATIVE STAFF  
SCHOLARSHIP PROGRAM

The Administrative Staff at Bowling Green State University has established an Administrative Staff Scholarship Program. The corpus of the scholarship will be established and increased through an annual giving campaign conducted among the Administrative Staff at Bowling Green State University. The corpus will be held by the Bowling Green State University Foundation and the scholarship will be administered by the Director of Financial Aid and Student Employment. The Administrative Staff Council, through its members and committees, is responsible for establishing and amending, as needed, the purpose and criteria of the scholarship program; for conducting the annual giving program; and for determining the recipients(s) of the scholarship.

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student at Bowling Green State University who meets the criteria established for the scholarship. The criteria for determining eligibility and for awarding the scholarship are as follows:

1. Financial need as determined by the Financial Aid and Student Employment Office including the family adjusted gross income, number in the household and number in college. In addition, special circumstances in regard to financial need will be considered.
2. Academic excellence as indicated by an academic ranking in the top ten (10) percent of the college in which the student is enrolled.
3. Class standing defined as a rising sophomore, junior or senior.
4. Enrollment status defined as part-time and full-time enrollment.

Students must apply for the scholarship annually. Applications for the scholarship will be available in the Financial Aid and Student Employment Office annually in January.



BOWLING GREEN STATE UNIVERSITY  
ADMINISTRATIVE STAFF SCHOLARSHIP

The Administrative Staff Scholarship is given annually to an upperclass student who ranks in the top 10% of his/her college, demonstrates financial need and provides leadership/service to EGSU and community. The scholarship is used to pay any education-related expenses. Payment of the award is made in two installments, Fall and Spring semesters, from funds deposited with the EGSU Foundation, Inc.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Local Address \_\_\_\_\_ Local Phone \_\_\_\_\_  
Number and Street

Home Address \_\_\_\_\_  
Number and Street

City

State

ZIP

College:

\_\_\_\_\_ Arts and Sciences  
\_\_\_\_\_ Business Administration  
\_\_\_\_\_ Education  
\_\_\_\_\_ Health and Human Services  
\_\_\_\_\_ Musical Arts  
\_\_\_\_\_ Technology

Expected date of graduation:

\_\_\_\_\_

Class Status (next year):  
\_\_\_\_\_ Freshman  
\_\_\_\_\_ Sophomore  
\_\_\_\_\_ Junior  
\_\_\_\_\_ Senior

Major \_\_\_\_\_

Minor \_\_\_\_\_

Academic honors or distinctions (assistantships, awards, honoraries, scholarships, etc.)

Participation/membership in university activities and organizations (activities, athletics, committees, and councils, living units, organizations, student government, etc.).  
Please designate year(s) of participation/membership.

Contributions of leadership and service to community, state and nation (activities, organizations, volunteer work, etc.).

Other activities and/or employment during academic year. Designate year and/or dates of employment.

Determination of financial need. Please answer the following questions:

Marital Status as of date form is completed:

\_\_\_\_\_ Unmarried (Answer questions 1, 2 and 3 for 1985-86.)

\_\_\_\_\_ Married (Answer questions 1, 2 and 3 for 1986 only.)

	YES	NO	YES	NO
1. Did or will the student live with the parents for more than six weeks (42 days)?	1985 _____	_____	1986 _____	_____
2. Did or will the parents claim the student as a U.S. income tax exemption?	1985 _____	_____	1986 _____	_____
3. Did or will the student get more than \$750 worth of support from the parents?	1985 _____	_____	1986 _____	_____

Household Information If you answered "yes" to any question in 1, 2 or 3, complete 4 and 4 only. If you answered "no" to all questions in 1, 2 and 3, complete 5a and 5b only.

4a. Total size of parents' household in 1986-87 (include student even if they meet the definition in the instructions.) _____	5a. Total size of student's household in 1986-87 (include the student, spouse, and dependent children). _____
4b. Of the number in 4a, indicate the number in college during 1986-87 (include student and others who will be in college at least half time.) _____	5b. Of the number in 5a, indicate the number in college during 1986-87 (include student and others who will be in college at least half time.) _____

Income Information If you answered "yes" to any question in 1, 2 or 3, complete 6, 6a, 6b, 6c and 6d only. If you answered "no" to all questions in 1, 2 and 3, complete 7a, 7b, and 7c only. Report 1985 income from IRS Form 1040 (line 32), 1040A (line 14), or 1040EZ (line 3).

6. The income reported in 6a is for (check only one box);  
 \_\_\_\_\_ Two parents (or a parent and stepparent who are married and living together).  
 \_\_\_\_\_ One parent who is single, divorced, separated, or widowed.

6a. Parents \$ _____ .00	7a. Student \$ _____ .00
6b. Student \$ _____ .00	7b. Spouse \$ _____ .00
6c. Spouse \$ _____ .00	7c. Total \$ _____ .00
6d. Total \$ _____ .00	

-----  
 OFFICE USE ONLY

GPA \_\_\_\_\_

Financial Need \_\_\_\_\_

1/10/85

Bobby:

Below is what we envision for the ASC scholarship donor card. We didn't get any type set yet since I figured there'd be discussion and revision.

VICE PRESIDENT  
JAN 14 1985  
STUDENT AFFAIRS

We didn't include a tear-off portion like the United Way card has. If we had included a "receipt" portion, we would have had to be sure that we collected them all, whether the person solicited gave or not. Otherwise, a non-giver could use the receipt for fraudulent income tax purposes. Besides, if we had included a tear-off section, we would have required perforation, something we cannot get done on campus. As it stands, we can have it printed on the sixth floor of the Ad Bldg. for \$10.00.

# Administrative Staff Scholarship Program Bowling Green State University

1985  
Charter Year



Name		Address	
City	State	Zip	Social Security No.
Payroll Deduction <input type="checkbox"/> Monthly <input type="checkbox"/> ONE TIME		beginning _____ ending _____ on _____	Total Gift \$ _____
Direct <input type="checkbox"/> cash <input type="checkbox"/> check			
Signature		Solicitor	

Typesetting would be another \$10 probably. This is to have a run of 450 cards on heavy paper stock. These are my initial thoughts. Please comment and maybe we can have prototypes for the Jan. 17 meeting.

Deb McLaughlin

2-2716

pc: Joe Martini

Administrative Staff Scholarship  
Bowling Green State University

1985  
Charter Year



Name DAVID WEINANDY			Address 507 THREE MEADOWS COURT		
City REPERENCE	State OHIO	Zip 43551	Social Security No. 270-46-9932		
Payroll Deduction <input type="checkbox"/> Monthly \$ _____ beginning _____ ending _____ <input checked="" type="checkbox"/> One Time \$ 25.00 on APRIL 20				Total Gift \$ 25.00	
Direct <input type="checkbox"/> Cash \$ _____ <input type="checkbox"/> Check \$ _____					
Signature David Weinandy			Solicitor		



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

March 1, 1985

MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

You recently received information about the Administrative Staff Scholarship Program, including information that the pledge campaign would soon begin. This is to announce that the campaign is now underway.

You will find enclosed a pledge card on which you can indicate your contribution to the scholarship program. Direct contributions are accepted as are contributions by payroll deduction. The representative of the Administrative Staff Council who is responsible for contacting you will collect pledge cards by March 27.

A pledge campaign has already been conducted among the members of the Administrative Staff Council and the Administrative Staff Council Executive Committee. We are pleased to announce that \$2400 has been collected and/or pledged for the scholarship fund. We hope that the remainder of the campaign will be equally successful.

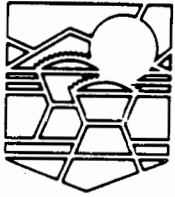
lr

Enclosure

### Administrative Staff Scholarship Program

The Administrative Staff Council is currently considering a proposal that would establish an endowed scholarship to be given to a student at Bowling Green State University. The principle of the scholarship would be \$5,000 with interest being disbursed in the form of the actual scholarship. The \$5,000 would be solicited from among members of the administrative staff with the total amount raised by 1986.

You have been given this form by your representative to the Administrative Staff Council as a way of soliciting your views on support for the scholarship and the possible criteria to be used in awarding the scholarship. Please take a few minutes to respond to the survey and return it as indicated.



Bowling Green State University  
VICE PRESIDENT

February 11, 1985

Administrative Staff Council  
Bowling Green, Ohio 43403

FEB 12 1985

STUDENT AFFAIRS

MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

The Administrative Staff Council is pleased to announce that plans for the Administrative Staff Scholarship Program have been completed. The response by the administrative staff indicates positive support for the scholarship program.

The scholarship program is intended to provide an opportunity for members of the administrative staff to demonstrate their support of the mission of the University through their contributions to the Administrative Staff Scholarship Program. The immediate goal for the program is to establish a scholarship fund with a corpus of \$5,000, the interest on which will be distributed as a scholarship. The long-range goal is, through annual campaigns, to increase the corpus so that additional scholarships can be made available.

The views of the administrative staff, as indicated in the scholarship program survey guided the development of the scholarship criteria. These criteria are: 1) financial need as determined by the Financial Aid and Student Employment Office; 2) academic excellence as determined by an academic ranking in the top ten (10) percent of the college in which the student is enrolled; 3) class standing defined as a rising sophomore, junior or senior; and 4) enrollment status of part-time or full time.

The campaign for contributions to the scholarship program will be low-keyed. When you receive the pledge card, please keep in mind that the success of the campaign is dependent upon your voluntary contribution to the scholarship fund.

jm

Date 4-29-85

100

TO: Deb

FROM:

Jim Hodge  
Alumni Center

- ☒ For your information
- ☐ For your files
- ☐ For your handling
- ☐ For your comments
- ☐ Please furnish me copy of reply
- ☐ Please return this to our office
- ☐ Read and file
- ☐ For your approval

Remarks:





Bowling Green State University

APR 24 1985

101

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BG5UOH

MEMORANDUM

TO: James M. Hodge  
Director of Development and Assistant Vice President

FROM: Deb Heineman, Associate Director *WCH*  
Financial Aid and Student Employment

RE: Administrative Staff Scholarship

DATE: April 23, 1985

I am pleased to announce that, as of April 23, 120 members of Bowling Green State University's administrative staff have pledged a total of \$4831 (unofficial count) toward the establishment of the Administrative Staff Scholarship.

I would also like to request that you seek support from the Alumni Foundation to match the pledges up to \$2000 for the Administrative Staff Scholarship. As you can see, there is support for this scholarship which we hope will grow each year as the program evolves. Additional support from the Alumni Foundation would help to ensure the continued viability and success of the program.

I appreciate your efforts in this endeavor. Thank you.

DH:lr

cc: Joe Martini

*Deb - I have already asked  
the foundation to create  
Committee to match  
on a dollar-per-dollar  
basis your gifts up to  
\$2500. This would match gift  
pledges received and not  
pledges. They passed the  
motion, but it must be  
passed by the full board  
on May 23. Cross your fingers*



Bowling Green State University

102  
DEB HEINEMAN  
FINANCIAL AID & STUDENT EMPLOYMENT

Administrative Staff Council  
Bowling Green, Ohio 43403

April 30, 1985

MEMORANDUM

TO: ASC Representatives

FROM: Deb Heineman, Associate Director <sup>DH</sup>  
Financial Aid and Student Employment

RE: Administrative Staff Scholarship

As of April 23, we have collected pledges for the Administrative Staff Scholarship totalling \$4831, just \$169 short of our \$5000 goal. Everyone has done a superb job of soliciting pledges from their constituents and of making the communication network a viable system.

With this in mind, I am asking that you make one more attempt to solicit pledges from those constituents who have not responded to your request for a contribution to the scholarship fund. Perhaps this will be the impetus needed to reach our \$5000 goal.

Please let me know if I can be of assistance to you, as I have maintained a record of all responses received.

Thank you.

DH/jm

May 3, 1985

TO: ASC Executive Committee  
Scholarship Committee

FROM: Joe Martini

This letter will be sent to Retirees . . . if  
you have any thoughts about changes, please  
RSVP.

RE: Administrative Staff Scholarship

The Administrative Staff through the Administrative Staff Council has  
established an endowed scholarship through the Bowling Green State  
University Foundation to be funded through an annual fund drive. The  
specifics are outlined in the enclosed statement of purpose.

Just as important as telling you about this Administrative Staff project,  
we are asking for your consideration and support. If you do wish to  
contribute to the Administrative Staff Scholarship, please mail the  
enclosed card with your donation (check made payable to Bowling Green  
State University Foundation of <sup>indirect</sup> payroll deduction authorization) to Deb  
Heineman, Chair, Scholarship Committee, c/o Student Financial Aid Office,  
in the enclosed ~~pre-stamped~~ envelope.

Thank you for your interest and support.

Sincerely,

Joseph Martini, Chair  
Administrative Staff Council

sal

Enclosures: Pre-stamped Envelope  
Statement of Purpose

Rob. Heineman

- 1) these letters were mailed Tuesday 5/9/85
- 2) Please keep these in your scholarship file
- 3) Suggest an immediate thank you to this group & this record...

Thanks for your help...

Martine  
5/9/85



Bowling Green State University

May 9, 1985

Administrative Staff Council  
Bowling Green, Ohio 43403

~~Joseph Martini~~  
~~Chair~~  
~~Administrative Staff Council~~

RE: Administrative Staff Scholarship

The Administrative Staff through the Administrative Staff Council has established an endowed scholarship through the Bowling Green State University Foundation to be funded through an annual fund drive. The specifics are outlined in the enclosed statement of purpose.

Just as important as telling you about this Administrative Staff project, we are asking for your consideration and support. If you do wish to contribute to the Administrative Staff Scholarship, please mail the enclosed card with your donation (check made payable to Bowling Green State University Foundation or indicate payroll deduction authorization) to Deb Heineman, Chair, Scholarship Committee, c/o Student Financial Aid Office, in the enclosed envelope.

Thank you for your interest and support.

Sincerely,

Joseph Martini, Chair  
Administrative Staff Council

sal

Enclosures: Pre-stamped Envelope  
Statement of Purpose

To: Dick Henneman

Re: Pat Mangrove's  
response

Keep with those other letters  
sent to recesses for future  
use... probably would not  
send next year.

W. H. Hutton  
5/17/85



**Bowling Green State University**

May 9, 1985

Administrative Staff Council  
Bowling Green, Ohio 43403

Patricia Gangwer  
877 Carol Road  
Bowling Green, Ohio 43402

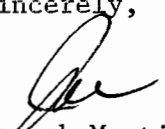
RE: Administrative Staff Scholarship

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Thank you for your interest and support.

Sincerely,

  
Joseph Martini, Chair  
Administrative Staff Council

sal

Enclosures: Pre-stamped Envelope  
Statement of Purpose

Joe:

Since I am in the process of establishing my own endowed scholarship, I hope you will understand why I am not contributing to this one! Nevertheless, it is a great idea, and I commend the Administrative Staff for putting it into effect.



ADMINISTRATIVE STAFF  
SCHOLARSHIP PROGRAM

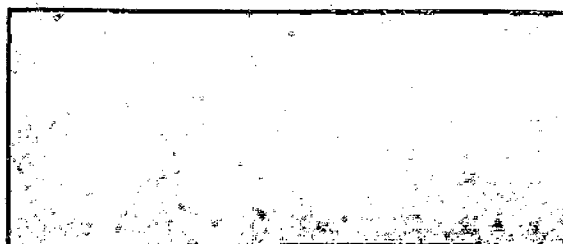
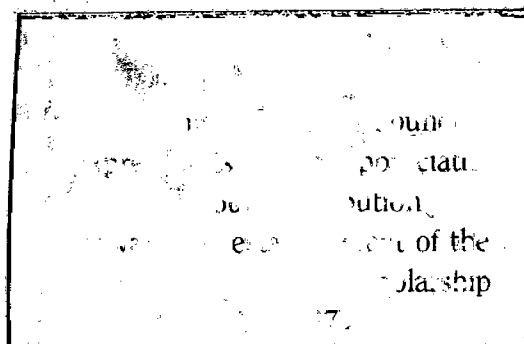
The Administrative Staff at Bowling Green State University has established an Administrative Staff Scholarship Program. The corpus of the scholarship will be established and increased through an annual giving campaign conducted among the Administrative Staff at Bowling Green State University. The corpus will be held by the Bowling Green State University Foundation and the scholarship will be administered by the Director of Financial Aid and Student Employment. The Administrative Staff Council, through its members and committees, is responsible for establishing and amending, as needed, the purpose and criteria of the scholarship program; for conducting the annual giving program; and for determining the recipients(s) of the scholarship.

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student at Bowling Green State University who meets the criteria established for the scholarship. The criteria for determining eligibility and for awarding the scholarship are as follows:

1. Financial need as determined by the Financial Aid and Student Employment Office including the family adjusted gross income, number in the household and number in college. In addition, special circumstances in regard to financial need will be considered.
2. Academic excellence as indicated by an academic ranking in the top ten (10) percent of the college in which the student is enrolled.
3. Class standing defined as a rising sophomore, junior or senior.
4. Enrollment status defined as part-time and full-time enrollment.

Students must apply for the scholarship annually. Applications for the scholarship will be available in the Financial Aid and Student Employment Office annually in January.





Capitalize "C" on DeCrane




**Bowling Green State University**

Office of Student  
Activities and Orientation  
405 Student Services Building  
Bowling Green, Ohio 43403  
(419) 372-2843

MEMORANDUM

TO: Deb Heineman, Associate Director  
Financial Aid and Student Employment

FROM: Gregg DeCrane   
Assistant Vice President for Student Affairs  
Student Activities & Orientation

DATE: May 21, 1985

SUBJECT: Administrative Staff Scholarship

In follow-up to your memorandum of April 20, 1985, I am using this means to notify you that Deanna Okoiti, Clarence Terry, and Manuel Vadillo will be making pledges to the Minority Scholarship Fund.

If you have any further questions, please feel free to give me a call.

GD:dkh

JUN 5 1985

///

**Bowling Green State University**



Vice President for  
University Relations  
Mileti Alumni Center  
Bowling Green, Ohio 43403-0050  
(419) 372-2701  
Cable: BGSUOH

June 3, 1985

MEMORANDUM

TO: Joe Martini  
Bursar

Deborah Heineman  
Financial Aid & Student Employment

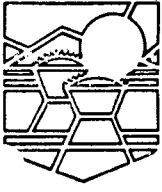
FROM: Dwight F. Burlingame  
Acting Vice President

A handwritten signature in dark ink, appearing to be 'D. Burlingame', is written over the printed name.

It is a pleasure for me to inform you that the University Foundation at their May Board Meeting agreed to match dollar for dollar up to \$2,500 for the staff scholarship fund. Since you have been working on this program, I know that you will be pleased with the action of the Foundation.

In addition, I would like to commend you for your efforts in establishing the staff scholarship.

SS



Bowling Green State University

June 13, 1985

112  
Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

TO: Dr. Dwight Burlingame  
Acting Vice President for University Relations

FROM: Joe Martini, Chair *[Signature]*  
Administrative Staff Council

On behalf of the Administrative Staff Council, I wish to express our thanks for your assistance (also that of Jim Hodge) for the matching grant of \$2,500.00 to be added to the Administrative Staff Scholarship fund.

Not only will it allow the ASC to give its first scholarship for the 1986/87 academic year, but it has already reaffirmed the importance of this project.

Many thanks to you, Jim Hodge and the Foundation for this support.

sal

xc: ASC Executive Committee



Bowling Green State University

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

June 25, 1985

MEMORANDUM

TO: Deb Heineman  
FROM: Joe Martin *[Signature]*  
RE: ASC Scholarship Activity

Just a review of activity to be completed for the 1985 scholarship drive:

- 1) Special "thanks" to those who have contributed to this fund.
- 2) A memo updating all Administrative Staff with a special reminder to read something like this:

"If by chance you have not contributed and wish to do so, please complete the enclosed scholarship card and return it to me."

With your help and energies, the ASC scholarship program has had an excellent beginning, probably more than any of us expected.

Many, many thanks.

sal

xc: Gregg DeCrane

*ASC Scholarship Application Information**Name**Address**SSN**College**Class status for 1986-87 year**Expected date of graduation**Major/Minor**Honors/Distinctions**Leadership/Service to Community**Leadership/Service to University**Other activities and/or employment during academic year. Designate year and/or dates of employment.**Names of 3 references.**Financial Aid Info (adjusted gross income, number in family, number in college, dependent/independent status)*

- - - - Office Use Only - - - -

*GPA**Financial need*



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

TO: Administrative Staff Members  
FROM: Deb Heineman  
DATE: June 26, 1985  
RE: ASC Scholarship Update

Congratulations! Thanks to your efforts and generosity we have now received \$5,422.00 in pledges and/or contributions toward the establishment of the Administrative Staff Scholarship.

In addition, the Alumni Foundation Board has agreed to match the amount collected by December 1985 up to a total of \$2500. Since we will have collected at least \$2500 by this date, the matching gift will ensure that the corpus of the scholarship will reach \$5000 which is the amount needed for an endowed scholarship. This means that we will attain our goal of being able to award the first Administrative Staff Scholarship for the 1986-87 year.

We can all be proud of this accomplishment! If you have not yet contributed to this worthwhile cause, it is not too late. A pledge card has been enclosed which you can send to Deb Heineman, 450 Student Services, if you have not yet contributed to the scholarship fund.

Once again, congratulations!

DH:lr

Enclosure

## FINANCIAL AID AND STUDENT EMPLOYMENT

Bowling Green State University  
(419) 372-2651

## MEMORANDUM

Date October 21, 1985

TO: Kathryn Thiede

FROM: Deb Heineman *RH*

SUBJECT: ASC Scholarship Committee Meeting

The first meeting of the Scholarship Committee will be held this Thursday, October 24 from 10 a.m.- 12 noon in the 4th floor Conference Room of the Student Services Building. Our agenda will be as follows:

1. Establish timeline for awarding scholarship
2. Review the criteria for awarding the ASC Scholarship
3. Develop procedure for identifying eligible students
4. Develop draft of scholarship application
5. Recommend procedure for reviewing and awarding scholarship applicants

Please call me at 2-2651 if you cannot attend. Thank you!





Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

October 22, 1985

Jim Hodge  
952 14th Avenue SW  
Rochester, MN 55902

Dear Jim:

First of all, I hear that congratulations are in order for you and Sally as you are expecting your first child next spring. I'm happy for both of you as it is truly an exciting event in a couple's lives. I hope that all is going well for Sally during her pregnancy.

Second, I want to thank you for your generous contribution to the Administrative Staff Scholarship fund. As you are probably aware, we have succeeded in collecting the first \$2500 in contributions from the administrative staff which has enabled us to obtain the matching \$2500 from the Alumni Board. Thus, our first scholarship(s) will be awarded next March for the 1986-87 year.

I appreciate all that you have done to help us organize this effort in such a short amount of time, especially your "lobbying" for the matching gift from the Alumni Board.

We all miss you but hear you're doing well up there. Let me know what winter is like up North and root for those Vikings. Thanks again and take care.

Sincerely,

A handwritten signature in cursive script that reads "Deb Heineman".

Deb Heineman  
Associate Director

## Bowling Green State University



Alumni and Development  
Mileti Alumni Center  
Bowling Green, Ohio 43403-0054  
(419) 372-2701  
Cable: BGSUOH

*Ask Heenan*  
*Thank a Special*  
*thanks from you & for*  
*Greg would be*  
*in order - his Ask*  
*file has his*  
*new address*  
October 4, 1985

Mr. Joe Martini  
Bursar  
Administration Bldg.

Dear Joe:

As part of his annual Presidents Club pledge, James M. Hodge has designated \$100 to the Administrative Staff Scholarship Fund.

If you have any questions, please do not hesitate to call me.

Sincerely,

*Denise*

Denise Freeman  
Development Office

992 14th Ave SW  
Rochester, MN 55902

*P.S. He & Sally will become*  
*parents sometime*  
*next Spring*

*Administrative Staff Scholarship**TIMELINE*

<i>October 24</i>	<i>First Committee Meeting</i>
<i>November 7</i>	<i>Send letter to each College explaining ASC Scholarship and awarding procedure</i> <i>Present application questions and timeline to ASC for comments</i>
<i>December 6</i>	<i>Finalize scholarship application and cover letter</i>
<i>December 9</i>	<i>Send application/letter to typesetting</i>
<i>December 20</i>	<i>Materials sent to Duplicating</i> <i>Send request to Registration for 10% of College listing</i>
<i>January 2</i>	<i>Mail packets of applications to each college for distribution</i>
<i>January 13- February 14</i>	<i>Applications available from Colleges and Office of FASE</i>
<i>February 14</i>	<i>Deadline date for receipt of applications</i>
<i>February 17, 18</i>	<i>Initial screening for requirements (top 10% of College, financial need)</i>
<i>February 19- March 7</i>	<i>Scholarship Committee to review and rank applicants</i>
<i>March 7- March 14</i>	<i>Arrange a Scholarship Committee Meeting to award scholarship</i>
<i>March 14</i>	<i>Award letter mailed to recipient</i>
<i>March 24</i>	<i>Begin campaign to solicit funds for ASC Scholarship</i>
<i>April 25</i>	<i>Conclude fund-raising campaign</i>

## ASC Scholarship Application Information

Name

Address

SSN

College

Class status for 1986-87 year

Expected date of graduation

Major/Minor

Honors/Distinctions

Leadership/Service to Community

Leadership/Service to University

Other activities and/or employment during academic year. Designate year and/or dates of employment.

Names of 3 references.

Financial Aid Info (adjusted gross income, number in family, number in college, dependent/independent status)

- - - - Office Use Only - - - -

GPA

Financial need

FINANCIAL AID AND STUDENT EMPLOYMENT

121

Bowling Green State University  
(419) 372-2651

MEMORANDUM

Date October 30, 1985

TO:

FROM: Deb Heineman

SUBJECT: ASC Scholarship Committee

Please review the enclosed information which I have compiled from our meeting. I think we accomplished a great deal from a 2 hour meeting. If you have any questions about the enclosed info, please let me know before the November 7 ASC meeting at which time the proposed application information, the scholarship procedure and the calendar will be presented to the full ASC for their comments. I personally think that they will be impressed with our work. I know I am.

Thanks for your enthusiasm and excellent ideas. This is going to be a good group! I'll see you at the ASC meeting.

## Administrative Staff Scholarship

## TIMELINE

October 24	First Committee Meeting
November 7	Send letter to each College explaining ASC Scholarship and awarding procedure Present application questions and timeline to ASC for comments
December 6	Finalize scholarship application and cover letter
December 9	Send application/letter to typesetting
December 20	Materials sent to Duplicating Send request to Registration for 10% of College listing
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February 14	Deadline date for receipt of applications
February 17, 18	Initial screening for requirements (top 10% of College, financial need)
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March 7- March 14	Arrange a Scholarship Committee Meeting to award scholarship
March 14	Award letter mailed to recipient
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## ASC Scholarship Application Information

Name

Address

SSN

College

Class status for 1986-87 year

Expected date of graduation

Major/Minor

Honors/Distinctions

Leadership/Service to Community

Leadership/Service to University

Other activities and/or employment during academic year. Designate year and/or dates of employment.

Names of 3 references.

Financial Aid Info (adjusted gross income, number in family, number in college, dependent/independent status)

- - - - Office Use Only - - - -

GPA

Financial need

ADMINISTRATIVE STAFF  
SCHOLARSHIP PROGRAM

The administrative staff at Bowling Green State University establishes an Administrative Staff Scholarship Program. The corpus of the scholarship will be established and increased through an annual giving campaign conducted among the administrative staff at Bowling Green State University. The corpus will be held by the Bowling Green State University Foundation and the scholarship will be administered by the Director of Financial Aid and Student Employment. The Administrative Staff Council, through its members and committees, is responsible for establishing and amending, as needed, the purpose and criteria of the scholarship program; for conducting the annual giving program; and for determining the recipient(s) of the scholarship.

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student at Bowling Green State University who meets the criteria established for the scholarship. The criteria for determining eligibility and for awarding the scholarship are as follows:

1. Financial need as determined by the Financial Aid and Student Employment Office including the family adjusted gross income, number in the household and number in college. In addition, special circumstances in regard to financial need will be considered.
2. Academic excellence as indicated by an academic ranking in the top ten (10) percent of the college in which the student is enrolled.
3. Class standing defined as a rising sophomore, junior or senior.
4. Enrollment status defined as part-time and full-time enrollment.

Students must apply for the scholarship annually. Applications for the scholarship will be available in the Financial Aid and Student Employment Office annually in January.



OFFICE of FINANCIAL AID and STUDENT EMPLOYMENT  
450 Student Services Building

1986-87 APPLICATION FOR ADMINISTRATIVE  
STAFF SCHOLARSHIP

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State ZIP

Campus Address \_\_\_\_\_ Phone \_\_\_\_\_

Parents' Name \_\_\_\_\_

Parents' Address \_\_\_\_\_  
Street City State ZIP

College Status for the coming academic year:

Sophomore _____	Junior _____	Senior _____	College
			Arts & Sciences _____
			Business _____
			Education _____
			Health & Comm. _____
			Services _____
			Musical Arts _____
			Technology _____

Parents' 1985 Adjusted Gross Income \_\_\_\_\_

Students' 1985 Adjusted Gross Income \_\_\_\_\_

Number in Household \_\_\_\_\_

Number in College \_\_\_\_\_

Please explain any special circumstances that relate to your  
financial need: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----  
To be completed by Office of Financial Aid & Student Employment

Grade Point Average \_\_\_\_\_ Class Rank \_\_\_\_\_



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

DATE: November 8, 1985

TO: Dr. Gerald Saddlemire, Interim Dean  
Education

FROM: Deb Heineman, Chair-elect *DH*  
Administrative Staff Council

RE: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

- Rank in the top 10% of the student's college;
- Financial need;
- Rising Sophomore, junior or senior;
- Full-time or part-time enrollment;
- Leadership and service.

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

DATE: November 8, 1985

TO: Dr. Kendall Baker, Dean  
Arts & Sciences

FROM: Deb Heineman, Chair-elect *OH*  
Administrative Staff Council

RE: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

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- Financial need;
- Rising sophomore, junior or senior;
- Full-time or part-time enrollment;
- Leadership and service.

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

DATE: November 8, 1985

TO: Dr. Robert Patton, Dean  
Business Administration

FROM: Deb Heineman, Chair-elect *OH*  
Administrative Staff Council

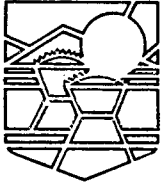
RE: Information on Administrative Staff Scholarship

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- Financial need;
- Rising sophomore, junior or senior;
- Full-time or part-time enrollment;
- Leadership and service

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

DATE: November 8, 1985

TO: Dr. Robert Thayer, Dean  
Musical Arts

FROM: Deb Heineman, Chair-elect *TH*  
Administrative Staff Council

RE: Information on Administrative Staff Scholarship

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- Rank in the top 10% of the student's college;
- Financial need;
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

DATE: November 8, 1985

TO: Dr. Jerry Streichler, Dean  
Technology

FROM: Deb Heineman, Chair-elect *DA*  
Administrative Staff Council

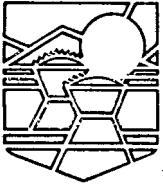
RE: Information on Administrative Staff Scholarship

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- Financial need;
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

DATE: November 8, 1985

TO: Dr. Clyde Willis, Dean  
Health & Human Services

FROM: Deb Heineman, Chair-elect *RA*  
Administrative Staff Council

RE: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

- Rank in the top 10% of the student's college;
- Financial need;
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.



Bowling Green State University

Financial Aid and Student Employment  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

DATE: November 8, 1985

TO: Dr. William McGraw, Dean  
Firelands

FROM: Deb Heineman, Chair-elect *RGH*  
Administrative Staff Council

RE: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

- Rank in the top 10% of the student's college;
- Financial need;
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.



NOV 19 1985

**Bowling Green State University****Firelands College  
901 Rye Beach Road  
Huron, Ohio 44839**

Office of the Dean

November 15, 1985

MEMORANDUM

TO: Deb Heineman  
Chair-Elect, Administrative Staff Council

FROM: William R. McGraw *WRM*  
Dean, Firelands College

SUBJECT: Administrative Staff Scholarship

Thank you for informing me of the availability of, and other information concerning, the Administrative Staff endowed scholarship. New scholarships are always welcome!

I have passed this information on to John Hartung (Chair of our Scholarship Committee) and Holly Hilborn (Coordinator of Public Relations) for follow-through.

## Bowling Green State University



College of Education  
Office of the Dean  
Bowling Green, Ohio 43403-0240  
Cable: BGSUOH

November 14, 1985

## MEMORANDUM

TO: Deb Heineman, Chair-elect  
Administrative Staff Council

FROM: Gerald L. Saddlemire  
Interim Dean

A handwritten signature in cursive script, appearing to read 'Gerry', is written over the printed name 'Gerald L. Saddlemire'.

I acknowledge with thanks the information on the Administrative Staff Scholarship. It is particularly important to recognize quality shown by students already a part of the University. The College of Education and Allied Professions will share the information with the potential candidates.

GLS/csw



Office of the Dean  
College of Health and Human Services  
Bowling Green, Ohio 43403-0230  
(419) 372-0242  
Cable: BGSUOH

MEMORANDUM

TO: Deb Heineman, Chair-elect  
Administrative Staff Council

FROM: Clyde Willis, Dean *Clyde Willis*  
College of Health and Human Services

DATE: November 15, 1985

Thank you for the information on the Administrative Staff Scholarship. I am sharing the information with Jennifer Spielvogel, Director of our Office of Program Advisement and have asked her to disseminate it among our Departments. We will look forward to receiving application forms sometime in January.

llc

xc: Jennifer Spielvogel

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# Administrative Staff Scholarship Bowling Green State University

## 1985 Charter Year

Name			Address	
City	State	Zip	Social Security No.	
Payroll Deduction			Total Gift  \$ _____	
<input type="checkbox"/> Monthly \$ _____ beginning _____ ending _____				
<input type="checkbox"/> One Time \$ _____ on _____				
Direct				
<input type="checkbox"/> Cash \$ _____				
<input type="checkbox"/> Check \$ _____				
Signature			Solicitor	



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BGSUOH

MEMORANDUM

DATE: January 7, 1986

TO: Dr. Gerald Saddlemire  
Dr. Kendall Baker  
Dr. Robert Patton  
Dr. Robert Thayer  
Dr. Jerry Streichler  
Dr. Clyde Willis  
Dr. William McGraw

FROM: Deb Heineman, Chair-elect *DH*  
Administrative Staff Council

RE: Administrative Staff Scholarship Applications

As promised, I am enclosing applications for the Administrative Staff Scholarship which will be awarded for the first time on March 14, 1986. Please make these applications available to students who meet the criteria indicated on the application. The completed applications should be sent to the Office of Financial Aid and Student Employment by February 14, 1986.

Please contact me if you need additional applications or have any questions. Thank you for your assistance in this endeavor.

DH:lr

Enclosure

# BOWLING GREEN STATE UNIVERSITY ADMINISTRATIVE STAFF SCHOLARSHIP

The Administrative Staff Scholarship is given annually to an upperclass student who ranks in the top 10% of his/her college, demonstrates financial need and provides leadership/service to BGSU and community. The scholarship is used to pay any education-related expenses. Payment of the award is made in two installments, Fall and Spring semesters, from funds deposited with the BGSU Foundation, Inc.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Local Address \_\_\_\_\_ Local Phone \_\_\_\_\_  
Number and Street

Home Address \_\_\_\_\_  
Number and Street

City

State

ZIP

College:

\_\_\_\_\_ Arts and Sciences

\_\_\_\_\_ Business Administration

\_\_\_\_\_ Education

\_\_\_\_\_ Health and Human Services

\_\_\_\_\_ Musical Arts

\_\_\_\_\_ Technology

Expected date of graduation: \_\_\_\_\_

Class Status (next year):

\_\_\_\_\_ Freshman

\_\_\_\_\_ Sophomore

\_\_\_\_\_ Junior

\_\_\_\_\_ Senior

Major \_\_\_\_\_

Minor \_\_\_\_\_

Academic honors or distinctions (assistantships, awards, honoraries, scholarships, etc.)

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Participation/membership in university activities and organizations (activities, athletics, committees, and councils, living units, organizations, student government, etc.). Please designate year(s) of participation/membership.

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Contributions of leadership and service to community, state and nation (activities, organizations, volunteer work, etc.).

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(OVER)

Other activities and/or employment during academic year. Designate year and/or dates of employment.

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Determination of financial need. Please answer the following questions:

1. a. Was the student born before January 1, 1964? Yes ☐ No ☐
- b. Is the student a veteran of the U.S. Armed Forces? Yes ☐ No ☐
- c. Is the student an orphan or ward of the court? Yes ☐ No ☐
- d. Does the student have legal dependents other than a spouse? Yes ☐ No ☐

• If you answered "Yes" to 1a or 1b or 1c you must fill in **Section A**.

- If you answered "No" to **all** of 1a, 1b, 1c and 1d, and you are:
- unmarried **and** will be an undergraduate student in 1987-88, answer **2** and **3** below.
  - married, answer **4** below.

Before going on, read and follow the instructions at the right.

#### Unmarried Undergraduate Students

2. Was the student claimed by parents as a U.S. income tax exemption . . . . . In 1985? Yes ☐ No ☐  
 . . . . . In 1986? Yes ☐ No ☐
3. Was the student's total income and benefits less than \$4,000 . . . . . In 1985? Yes ☐ No ☐  
 . . . . . in 1986? Yes ☐ No ☐

If you answered "Yes" to **any** part of question 2 or 3, fill in Section B.

If you answered "No" to **all** parts of questions 2 and 3, fill in Section A.

#### Married Students

4. Will the student be claimed by parents as a U.S. income tax exemption in 1987? Yes ☐ No ☐

If you answered "Yes" to question 4, fill in Section B.

If you answered "No" to question 4, fill in Section A.

#### Section A.

Total size of student's household in 1987-88 \_\_\_\_\_  
 (include the student, spouse and dependent children).

Total number in college during 1987-88 \_\_\_\_\_  
 (if enrolled at least half-time).

Student's 1986 Adjusted Gross Income \_\_\_\_\_  
 Spouse's 1986 Adjusted Gross Income \_\_\_\_\_  
 Total \_\_\_\_\_

#### Section B.

Total size of parents' household in 1987-88 \_\_\_\_\_  
 (include parents, student and dependent children).

Total number in college during 1987-88 \_\_\_\_\_  
 (if enrolled at least half-time).

Parents' 1986 Adjusted Gross Income \_\_\_\_\_  
 Student's 1986 Adjusted Gross Income \_\_\_\_\_  
 Total \_\_\_\_\_

Check the box that applies:

\_\_\_\_\_ Two parents

\_\_\_\_\_ One parent

OFFICE USE ONLY

GPA \_\_\_\_\_

Financial Need \_\_\_\_\_




Bowling Green State University

Office of Student Financial Aid  
Bowling Green, Ohio 43403  
Cable: BGSUOH

January 7, 1986

MEMORANDUM

TO: Dr. Duane Whitmire, Director of Records  
Registration and Records

FROM: Deb Heineman, Associate Director   
Financial Aid and Student Employment

RE: Class listing for scholarship

As you know, the administrative staff have endowed the Administrative Staff Scholarship fund and will be awarding the first scholarship for the 1986-87 year. One of the criteria is that the student must be in the top 10% of his/her college.

In order to verify such standing, I would like to request a listing of students in the top 10% of each college. We will be reviewing applications on February 17 and 18 and would like to have the list by that time in order to conduct a preliminary screening of the applications.

If you have any questions, please contact me. Thank you for your time in this matter.





Bowling Green State University

February 11, 1986

FEB 12 1986

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Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

MEMORANDUM

TO: Deb Heineman  
FROM: Joe Martini *JM*  
RE: ASC Scholarship

In going through my papers, I found the attached information on mailing to the Administrative Staff retirees.

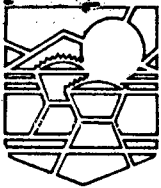
- Even though the response may be slight, I strongly suggest a mailing to the retirees if to do nothing else but keeping them posted.
- I suspect an updated listing can be obtained from Susan Caldwell.

Keep up the good work!

sal

Attachment

xc: Susan Caldwell



Bowling Green State University

142  
Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BGSUOH

March 24, 1986

Donna Capelle  
327-B West Wooster Street  
Bowling Green, Ohio 43402

Dear Donna:

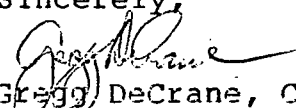
I am pleased to announce that you have been selected as the recipient of the Administrative Staff Scholarship for the 1986-87 academic year. Selection was based on your financial need, participation in a variety of activities and service to the University and community. You can certainly be proud of your accomplishments.

Please sign the enclosed acceptance and return it to Deb Heineman, Office of Financial Aid and Student Employment, 450 Student Services by April 7, 1986.

We would like to make a formal presentation of the award at the Opening Day meeting of the administrative staff in August. Deb Heineman, current chair-elect of the Administrative Staff Council, will contact you during the summer concerning this presentation.

Congratulations on your achievements and I wish you every success at BGSU!

Sincerely,

  
Gregg DeCrane, Chair  
Administrative Staff Council

GD:lle



Bowling Green State University

BOWLING GREEN STATE UNIVERSITY

Academic Scholarship/Talent Grant Notification

Financial Aid and Student Employment

Bowling Green, Ohio 43403-0145

(419) 372-2651

Cable: BGSUOH

Bowling Green State University is pleased to offer you Donna Capelle the following scholarship/talent grant award for the 1986-87 academic year:

Administrative Staff  
Scholarship  
\$300  
Non-renewable

Please complete the section below and return the original copy of this notification to the Office of Financial Aid and Student Employment by April 7. Generally, your award will be applied directly to your account in equal amounts each semester. If the award is not accepted by the date indicated, the award will be cancelled.

If your scholarship/grant is a renewable award, you must meet the following requirements for the renewal to occur:

1. Enroll as a full-time undergraduate student with a continuing course load of at least 12 credit hours per semester.
2. Maintain a 3.0 cumulative grade point average at the end of your freshman year, a 3.25 at the end of your sophomore year, and 3.5 at the end of your junior year.

Finally, if you are a recipient of any federal, state, third party or University scholarship/grant designated strictly for the payment of fees, it may be necessary to adjust your award. Please be advised that it is your responsibility to notify this office of any additional financial aid you receive.

Again, on behalf of the University, we are pleased and proud to offer you this award.

Sincerely,

Conrad McRoberts  
Director

I accept the scholarship/grant awarded to me, and I understand the eligibility requirements for maintaining this award.

I do not accept this award. My reason is: \_\_\_\_\_

Signature

Date

Social Security #



Bowling Green State University

BOWLING GREEN STATE UNIVERSITY

Academic Scholarship/Talent Grant Notification

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BGSUOH

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\$300  
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Again, on behalf of the University, we are pleased and proud to offer you this award.

Sincerely,

Conrad McRoberts  
Director

\_\_\_\_ I accept the scholarship/grant awarded to me, and I understand the eligibility requirements for maintaining this award.

\_\_\_\_ I do not accept this award. My reason is: \_\_\_\_\_

Signature

Date

Social Security #



APR 02 1986

APR 03 1986

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College of Musical Arts  
Office of the Dean  
Bowling Green, Ohio 43403-0290  
(419) 372-2181  
Cable: BGSUOH

April 1, 1986

Memorandum

To: John Kurtz  
323 Bromfield

From: Robert Thayer  
Dean

A handwritten signature in dark ink, appearing to read 'Robert Thayer', is written over the printed name and title.

Subj: Administrative Staff Scholarship

We are informed that, according to the method of calculating grade point average rank employed by the selection committee for the Administrative Staff Scholarship, you are not eligible to be considered for this award. (As you know, calculations performed in the College of Musical Arts indicated that you were eligible. At the time the Scholarship selection process was announced, the method of calculation was not specified. This is a new award and the procedure has not been perfected.)

I regret this misunderstanding.

jk

xc: Deb Heineman, Chair-elect  
Administrative Staff Council



Bowling Green State University

Ann,  
FYI  
Deb

146

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BGSUOH

January 14, 1987

MEMORANDUM

TO: Dr. Kendall Baker, Arts and Sciences  
Dr. Robert Patton, Business Administration  
Dr. Roger Bennett, Education & Allied Profession  
Dr. William McGraw, Firelands  
Dr. Clyde Willis, Health and Human Services  
Dr. Robert Thayer, Musical Arts  
Dr. Jerry Streichler, Technology

FROM: Deb Heinaman, Associate Director (OA)  
Financial Aid & Student Employment

RE: 1987-88 Administrative Staff Scholarship

Enclosed you will find applications for the 1987-88 Administrative Staff Scholarship. Please make these applications available to students who meet the following criteria:

- Rank in the top 10% of the student's college.
- Financial need
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

I will be receiving a list next week from the Office of Registration and Records with the cumulative grade point average requirement for each college that would place a student in the top 10% of his/her college. Additional applications are available in the Office of Financial Aid and Student Employment. The deadline date for receipt of applications by this office is February 13 with a decision to be made by March 6.

Thank you for your assistance in making these applications available to eligible students. Please feel free to contact me if you have any questions.

# BOWLING GREEN STATE UNIVERSITY ADMINISTRATIVE STAFF SCHOLARSHIP

The Administrative Staff Scholarship is given annually to an upperclass student who ranks in the top 10% of his/her college, demonstrates financial need and provides leadership/service to BGSU and community. The scholarship is used to pay any education-related expenses. Payment of the award is made in two installments, Fall and Spring semesters, from funds deposited with the BGSU Foundation, Inc.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Local Address \_\_\_\_\_ Local Phone \_\_\_\_\_  
Number and Street

Home Address \_\_\_\_\_  
Number and Street

City

State

ZIP

College:

\_\_\_\_\_ Arts and Sciences

\_\_\_\_\_ Business Administration

\_\_\_\_\_ Education

\_\_\_\_\_ Health and Human Services

\_\_\_\_\_ Musical Arts

\_\_\_\_\_ Technology

Expected date of graduation: \_\_\_\_\_

Class Status (next year):

\_\_\_\_\_ Freshman

\_\_\_\_\_ Sophomore

\_\_\_\_\_ Junior

\_\_\_\_\_ Senior

Major \_\_\_\_\_

Minor \_\_\_\_\_

Academic honors or distinctions (assistantships, awards, honoraries, scholarships, etc.)

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Participation/membership in university activities and organizations (activities, athletics, committees, and councils, living units, organizations, student government, etc.). Please designate year(s) of participation/membership.

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Contributions of leadership and service to community, state and nation (activities, organizations, volunteer work, etc.).

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(OVER)

Other activities and/or employment during academic year. Designate year and/or dates of employment.

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Determination of financial need. Please answer the following questions:

1. a. Was the student born before January 1, 1964? Yes ☐ No ☐
- b. Is the student a veteran of the U.S. Armed Forces? Yes ☐ No ☐
- c. Is the student an orphan or ward of the court? Yes ☐ No ☐
- d. Does the student have legal dependents other than a spouse? Yes ☐ No ☐

Before going on, read and follow the instructions at the right.

• If you answered "Yes" to 1a or 1b or 1c you must fill in **Section A**.

• If you answered "No" to all of 1a, 1b, 1c and 1d, and you are:  
 — unmarried **and** will be an undergraduate student in 1987-88, answer 2 and 3 below.  
 — married, answer 4 below.

#### Unmarried Undergraduate Students

2. Was the student claimed by parents as a U.S. income tax exemption ..... in 1985? Yes ☐ No ☐  
 ..... in 1986? Yes ☐ No ☐
3. Was the student's total income and benefits less than \$4,000 ..... in 1985? Yes ☐ No ☐  
 ..... in 1986? Yes ☐ No ☐

If you answered "Yes" to **any** part of question 2 or 3, fill in Section B.

If you answered "No" to **all** parts of questions 2 and 3, fill in Section A.

#### Married Students

4. Will the student be claimed by parents as a U.S. income tax exemption in 1987? Yes ☐ No ☐

If you answered "Yes" to question 4, fill in Section B.

If you answered "No" to question 4, fill in Section A.

#### Section A.

Total size of student's household in 1987-88 \_\_\_\_\_  
 (include the student, spouse and dependent children).

Total number in college during 1987-88 \_\_\_\_\_  
 (if enrolled at least half-time).

Student's 1986 Adjusted Gross Income \_\_\_\_\_  
 Spouse's 1986 Adjusted Gross Income \_\_\_\_\_  
 Total \_\_\_\_\_

#### Section B.

Total size of parents' household in 1987-88 \_\_\_\_\_  
 (include parents, student and dependent children).

Total number in college during 1987-88 \_\_\_\_\_  
 (if enrolled at least half-time).

Parents' 1986 Adjusted Gross Income \_\_\_\_\_  
 Student's 1986 Adjusted Gross Income \_\_\_\_\_  
 Total \_\_\_\_\_

Check the box that applies:

\_\_\_\_\_ Two parents

\_\_\_\_\_ One parent

#### OFFICE USE ONLY

GPA \_\_\_\_\_

Financial Need \_\_\_\_\_



# BOWLING GREEN STATE UNIVERSITY ADMINISTRATIVE STAFF SCHOLARSHIP

The Administrative Staff Scholarship is given annually to an upperclass student who ranks in the top 10% of his/her college, demonstrates financial need and provides leadership/service to BGSU and community. The scholarship is used to pay any education-related expenses. Payment of the award is made in two installments, Fall and Spring semesters, from funds deposited with the BGSU Foundation, Inc.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Local Address \_\_\_\_\_ Local Phone \_\_\_\_\_  
Number and Street

Home Address \_\_\_\_\_  
Number and Street

City

State

ZIP

College:

\_\_\_\_\_ Arts and Sciences

\_\_\_\_\_ Business Administration

\_\_\_\_\_ Education

\_\_\_\_\_ Health and Human Services

\_\_\_\_\_ Musical Arts

\_\_\_\_\_ Technology

Expected date of graduation: \_\_\_\_\_

Class Status (next year):

\_\_\_\_\_ Freshman

\_\_\_\_\_ Sophomore

\_\_\_\_\_ Junior

\_\_\_\_\_ Senior

Major \_\_\_\_\_

Minor \_\_\_\_\_

Academic honors or distinctions (assistantships, awards, honoraries, scholarships, etc.)

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Participation/membership in university activities and organizations (activities, athletics, committees, and councils, living units, organizations, student government, etc.). Please designate year(s) of participation/membership.

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Contributions of leadership and service to community, state and nation (activities, organizations, volunteer work, etc.).

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(OVER)

Other activities and/or employment during academic year. Designate year and/or dates of employment.

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Determination of financial need. Please answer the following questions:

1. a. Was the student born before January 1, 1964? Yes ☐ No ☐
- b. Is the student a veteran of the U.S. Armed Forces? Yes ☐ No ☐
- c. Is the student an orphan or ward of the court? Yes ☐ No ☐
- d. Does the student have legal dependents other than a spouse? Yes ☐ No ☐

Before going on, read and follow the instructions at the right.

• If you answered "Yes" to 1a or 1b or 1c you must fill in Section A.

• If you answered "No" to all of 1a, 1b, 1c and 1d, and you are:  
 — unmarried **and** will be an undergraduate student in 1987-88, answer 2 and 3 below.  
 — married, answer 4 below.

#### Unmarried Undergraduate Students

2. Was the student claimed by parents as a U.S. income tax exemption in 1985? Yes ☐ No ☐  
 in 1986? Yes ☐ No ☐
3. Was the student's total income and benefits less than \$4,000 in 1985? Yes ☐ No ☐  
 in 1986? Yes ☐ No ☐

If you answered "Yes" to any part of question 2 or 3, fill in Section B.

If you answered "No" to all parts of questions 2 and 3, fill in Section A.

#### Married Students

4. Will the student be claimed by parents as a U.S. income tax exemption in 1987? Yes ☐ No ☐

If you answered "Yes" to question 4, fill in Section B.

If you answered "No" to question 4, fill in Section A.

#### Section A.

Total size of student's household in 1987-88  
 (include the student, spouse and dependent children). \_\_\_\_\_

Total number in college during 1987-88  
 (if enrolled at least half-time). \_\_\_\_\_

Student's 1986 Adjusted Gross Income \_\_\_\_\_  
 Spouse's 1986 Adjusted Gross Income \_\_\_\_\_  
 Total \_\_\_\_\_

#### Section B.

Total size of parents' household in 1987-88  
 (include parents, student and dependent children). \_\_\_\_\_

Total number in college during 1987-88  
 (if enrolled at least half-time). \_\_\_\_\_

Parents' 1986 Adjusted Gross Income \_\_\_\_\_  
 Student's 1986 Adjusted Gross Income \_\_\_\_\_  
 Total \_\_\_\_\_

Check the box that applies:

\_\_\_\_\_ Two parents

\_\_\_\_\_ One parent

OFFICE USE ONLY

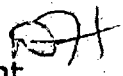
GPA \_\_\_\_\_

Financial Need \_\_\_\_\_

January 20, 1987

MEMORANDUM

TO: Dr. Duane Whitnire, Acting Registrar  
Registration and Records

FROM: Deb Heinaman, Associate Director   
Financial Aid & Student Employment

RE: Class Listing for Scholarship

Once again, the Administrative Staff Council is in the process of selecting the 1987-88 recipient of the Administrative Staff Scholarship. One of the criteria is that the student must be in the top 10% of his/her college.

In order to verify such standing, I would like to request a listing of the cumulative grade point average cut-offs for each college that would indicate standing in the top 10%. If possible, I would like to have the list by January 28.

If you have any questions, please contact me. Thank you for your time.



Bowling Green State University

Office of the Bursar  
Bowling Green, Ohio 43403-0100  
Cable: BGSUOH

February 10, 1987

MEMORANDUM

TO: Deb Heineman  
FROM: Joe Martini  
RE: ASC Scholarship Fund Drive

Have no idea where you might be with this project. However, I do want to urge you to do a "person to person" (i.e., United Way style) fund drive starting with the Executive Council, the ASC, and then the members.

After this past year, it would seem that this scholarship is a very important long range agenda item for ASC.

Thanks for listening.

sal



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BGSUOH

February 17, 1987

MEMORANDUM

TO: Ann Bowers, Center for Archival Collections  
Kathryn Thiede, Library  
Ron Zwierlein, Student Recreation Center  
FROM: Deb Heineman, Chair  
ASC Scholarship Committee  
SUBJ: Review of 1987-88 ASC Scholarship Applications

Well, the deadline date for receipt of the 1987-88 Scholarship Applications has passed and we are now entering into the next phase of the selection process (and, probably, the most time-consuming). I have completed the listing of grade point averages and financial need and, so far, have the following results:

- 4 incomplete applications (I will try to call these students and request the necessary information)
- 9 applications from students who are not in the top 10% of their Colleges
- 13 applications who have no financial need or financial need less than \$500
- 80+ applications who need to be reviewed for scholarship consideration

I think that the procedure we followed last year worked well enough and saved us duplicating charges. I will review the eligible applications and forward them to Kathryn for her review. After Kathryn has reviewed and ranked the applications, she should forward them to Ann who will do likewise and forward them to Ron. It is hoped that we can complete the review/ranking process by March 3 and then meet to decide on the award recipient. Please complete the section below and return the bottom half to me by February 25. If you have any questions, please call me. Thanks!

.....  
Name \_\_\_\_\_ Phone \_\_\_\_\_

I cannot meet at the times indicated on the following dates:

Wednesday, March 4 \_\_\_\_\_

Thursday, March 5 \_\_\_\_\_

Friday, March 6 \_\_\_\_\_

Monday, March 9 \_\_\_\_\_

Return to: Deb Heineman, Office of Financial Aid and Student Employment



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BGSUOH

February 24, 1987

MEMORANDUM

TO: Ann Bowers, Center for Archival Collections  
Kathryn Thiede, Library  
Ron Zwiernlein, Student Recreation Center  
FROM: Deb Heineman, Chair *KGH*  
ASC Scholarship Committee  
SUBJ: Selection Meeting

The meeting to review the applications for the 1987-88 ASC Scholarship recipient has been scheduled for Wednesday, March 4 from 8 a.m. to 10 a.m. in the Center for Archival Collections. Ann has graciously agreed to host our meeting. Please make sure that you have reviewed the applications and ranked at least your top ten by that time. See you then. Thank you!



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BG5UOH

March 9, 1987

Dear :

The selection committee for the Administrative Staff Scholarship has determined the recipient for the 1988-89 year. You are to be commended on your outstanding achievements. It is with deep regret that we inform you that you were not selected to receive this scholarship.

Should you have questions regarding scholarships or other types of financial aid, please feel free to contact this office.

*office.*

Sincerely,

*Dee Holzman*

Dee Holzman, Chair

ASC Scholarship Committee



**Bowling Green State University**

Financial Aid and Student Employment  
Bowling Green, Ohio 43403-0145  
(419) 372-2651  
Cable: BG5UOH

March 9, 1987

Dear :

The selection committee for the Administrative Staff Scholarship has determined the recipient for the 1987-88 year.

It is with regret that I inform you that you were not selected to receive this scholarship since you were not in the top 10% of your college.

Should you have any questions regarding scholarships or other types of financial aid, please feel free to contact this office.

Sincerely,

Deb Heineman, Chair  
ASC Scholarship Committee



April 14, 1987

Mr. Paul Yon, Chair  
Administrative Staff Council  
Bowling Green, State University  
Bowling Green, OH 43403

Dear Mr. Yon:

As the academic year draws to a close, I would like to again express my gratitude as the first recipient of the Administrative Staff Scholarship. The sum, split in half and awarded each semester, allowed me to open a University charge through the Bursar's Office with the University Bookstore where I purchased my books in a more convenient manner than paying by cash or regular credit card. I can only repeat that it is much faster and easier to cut through those long lines with a University charge!

While I am aware that this scholarship was established during the 75th anniversary celebration, I think you should know that scholarships such as this one will play an important role in the future. With the tremendous cut in available educational funds and under the new regulations effective October 1, 1986, financial aid awards will be less than in previous years. Thus, I expect that the competition for the Administrative Staff Scholarships and other scholarships will be intense as students struggle to fund their education. The dedication of the Administrative Staff to continue to fund their scholarship demonstrates their loyalty to the students and to higher education.

I will graduate from BGSU in August and will begin graduate study in library science and history at Indiana University-Bloomington in the fall. When I leave, I will take with me many fond memories of the University which includes the people who helped make my education a little easier.

Sincerely,

*David J. Capelle*

FINANCIAL AID AND STUDENT EMPLOYMENT

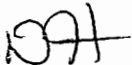
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Bowling Green State University  
(419) 372-2651

MEMORANDUM

Date May 4, 1987

TO: Gloria Gregor

FROM: Deb Heineman 

SUBJECT: Duplicating

Please make 400 copies of each of the enclosed letters and letter fold.  
I would appreciate it if you could have these done by tomorrow at 1:30  
and I will stop by to pick them up at that time.

They should be charged to 107400/03507 (Administrative Staff Council).

Please let me know if there are any problems. Thank you.